

Official University and Department Voicemail Greetings



GENERAL VOICEMAIL

Hi, you've reached _____ in the Office of _____.

your call as soon as possible. If you need immediate assistance dial _____ to reach _____ or email me at _____. Have a great day.

FOR ADMISSIONS

Hello. Thank you for your interest in Fairfield University. You've reached _____ in the Office of Admissions. I'm away from my desk at the moment, but I'd be happy to return your call and answer any questions you have about applying to Fairfield University. Please leave a message at the sound of the beep and I'll get back to you as soon as I can. If you want more information about how to apply to Fairfield, go to our website at _____, or you can dial _____ to be transferred to _____. Have a wonderful day.

FOR ADVANCEMENT

Hello. You have reached _____ in the Office of University Advancement at Fairfield University. Thank you for supporting your University and making a difference in the lives of our students. I'm away from my desk at the moment but would be happy to return your call as soon as possible. Please leave a message

**MAKING &
COMMUNICATION**

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