

# Official University and Department Voicemail Greetings



## GENERAL VOICEMAIL

Hi, you've reached \_\_\_\_\_ in the Department of \_\_\_\_\_. I'm away from my desk at the moment. Please leave a message after the tone and I will return 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 at the sound of the beep, or dial \_\_\_\_\_ for further assistance. If you want more information on how you can support Fairfield, please go to our website at \_\_\_\_\_.

## FOR ACADEMIC DIVISIONS

Hello. You have reached the School of \_\_\_\_\_ at Fairfield University. We are sorry to have missed your call, but are happy to answer any questions you might have. If you are interested in applying to Fairfield University, you may also dial \_\_\_\_\_ or visit us at Fairfield.edu. For other inquiries, please leave a message at the sound of the beep and we will return your message promptly. Have a wonderful day.

## MARKETING & COMMUNICATIONS

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