

## DIRECT APPROACH VOICEMAIL SCRIPTS

**Example #1:** *“(Name), it’s (name) with (firm). I’m the director over our (niche) practice specializing in (function, industry, location, and level). Our client has hired us to share their story with the top (titles) that exist in the (Industry) space. From speaking with your peers, I understand you are one of those (titles). What I’d like to do is share the details of specifically who I’m working with, what they are looking for and what they are offering. My direct line is (number). If I miss your call back, I’ll try you again until we connect. Again, (name at number).”*

**Example #2:** *“(Name), (your name) with (firm). I lead the (Industry) practice which exclusively places (function, sector, roles). I understand you (small fact to verify title or role or accomplishment). We have been engaged by a client that is seeking to add a (title) to their team, and I would like to see if there is any potential, mutual interest in having a conversation with our client. After you and I talk, you will be in a very good position to determine whether or not to take this discussion to another level. Again, it’s (name) and you can reach me at (number) – that number again is (number).”*

**Example #3:** *“(Name, this is (name) with (company); I run our (discipline) Practice. Thank you for accepting my invitation on LinkedIn; your profile is quite similar to many others I work with in (discipline) yet your profile is beyond impressive. Congratulations on your accomplishments (cite specific if possible) and what you have done for the community. We are working on an exclusive basis for a uniquely positioned organization and I’d like to share with you their story. Although you are more than likely not actively looking for a new opportunity, please do not let that preclude you from returning my call and at least hearing what our client is doing and what it would mean for you if there was mutual interest between them and you. You can reach me at (number), again it’s (name) at (number). Thank you (name).”*

**Example #4:** *“Hello (name), it’s (your name) with (firm)’s (niche) practice; we specialize in placing (titles) and (titles) in the (specific area). Referrals are how I’ve built my business, and I am reaching out to you based on a confidential referral of a peer of yours I spoke with earlier today. I shared with him the details of our client’s unique situation, and he recommended three of his peers. You are one of them. Please return my call when you are in a place you can speak confidentially and I will share with you the specifics of why I am reaching out to you. My direct line is (number). Again, this is (name) and direct line is (number). I look forward to hearing from you soon as this is a time-sensitive matter, as I’m sure you understand. Thank you (name).”*

**Example #5:** *“(Name), this is (name) and I specialize in placing (roles) and have a specific search to share with you when you return my call. I recognize that you are either in one of two categories – one, you are with an organization you love so much that they wouldn’t leave unless they won the lottery! The other category is the vast majority of the population – individuals who are doing a good job for their employer, but who realize that there may be an opportunity out there somewhere that would offer them something that their current job doesn’t, whether it’s an advancement, scope of responsibility, or location to name a few. If you are in the first category, give me a call and simply let me know. If you are in the second category, I will share with you the details of this opportunity so you can make an informed initial decision. My number is (number), and again it’s (name) with (number). I look forward to hearing back from you either way.”*