



From: Brent A. Sullivan, Founder, Time On The Hill, Inc.
To: Congressional Search Candidate: _____
Subject: Congressional Email Script, Signature & Voicemail Script

Steps: **Email Script Sample:**

Keep your introduction outreach short and sweet. No one at a senior level is going to read your longwinded email. Get to the point!

Subject Line: Introduction

Dear Chief Michaels,

Thank you in advance for your time! By way of background, I am currently serving in the Office of Congressman John Lewis (D-GA) via the Congressional Black Caucus Emerging Leader's program.

I am trying to gather as much guidance and suggestion as possible about congressional service. Your wisdom would be greatly appreciated. If you have time for a very informal coffee, please let me know. Thank you!

Sincerely,

Brent

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Voicemail Sample:

Neither a Member of Congress nor a Chief of Staff is going to leave you a voicemail if your voicemail is not properly set up.

“You have reached the voicemail of Brent Sullivan. I'm not available to take your call right now, but if you leave your name and telephone number, I will return your call as soon as possible. Thank you!”