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**Emailers For Volunteer Work**

**To Gain Experience**

As promised, herewith examples of emailers you can use to help contact the people you have identified as those who would give the go-ahead for you to volunteer at a gym or recreation center to gain some experience.

**Emailer 1: Initial contact**

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Dear Terry

My name is Mark Matthews and I have recently qualified as a ACE certified personal trainer.

I would like to know if I could spend time volunteering in your gym, or possibly job shadowing one of your personal trainers.

By doing this, I hope to gain some experience which will then help me land my first employment position as a personal trainer.

Please contact me if you are able to help me out in this regard, even if it’s just a couple of times per week or over weekends.

I look forward to hearing from you.

Kind regards

Mark

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**Emailer 2: Second contact**

You would send the second email no later than a week after sending the first. Don’t be too hasty, however, as you have to give them a chance to reply. If you haven’t heard anything by the third or fourth day after sending the original email, then send something like the one below.

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Dear Terry

Further to my email from a few days ago, I would like to know if you have given any thought to my proposal regarding volunteer work at your gym.

I am very eager to gain the experience I need as a personal trainer to be able to start applying for my first employment position. I believe that by volunteering or job shadowing another more experienced personal trainer, I can learn the ropes and gain valuable knowledge by doing so.

Please contact me if you have any questions, I look forward to hearing from you.

Regards

Mark

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**Phone call: Final contact**

Gym managers are busy. So if you haven’t heard from one after the second email, your last contact should be a phone call. If that doesn’t work, move onto the next opportunity.

But what do you say? Well, go about it like this.

* Introduce yourself

“Hi, I am Mark Matthews, a newly qualified ACE certified personal trainer”

* Mention the two previous emails

 “I am not sure if you recall seeing them but over the past week, I emailed you as

with a request to work at your gym as a volunteer or job shadowing a more experienced personal trainer.”

* Mention why you would offer your services for free as a volunteer

 “The reason why I want to volunteer is that I am looking to gain experience

before I apply for my first job as a personal trainer and I am hoping that you could accommodate me at your gym.”

You don’t have to ramble on. Keep it short, sweet and guide yourself by the other party’s actions. If they cut you off and say they can’t help you out, move onto the next opportunity.

But don’t give up. Landing a position where you can volunteer and build experience will be priceless in the long run. And it may even open a few job opportunities down the line.