MSR Outreach Templates (Email + LinkedIn + DM)

1) Email Template (MSR / Front Desk)

Subject: MSR / Front Desk Quick intro + 60-sec Loom (Sai Kishore)

Hi [Name],

I'm **Sai Kishore Chalumuri**. I'm reaching out regarding the **Member Services Representative / Front Desk** role at **[Club Name]**.

I bring strong experience in **customer service, front-desk operations, documentation, and handling high-traffic environments** with professionalism and speed. I've attached my resume and portfolio below:
Resume: [attach or link]
Portfolio/Work: [link]

I also recorded a quick **60–90 second Loom intro** so you can see how I communicate and how I'd add value at the desk:
Loom: [link]

If you're open to it, I'd love a **10-minute introduction call** this week to understand what "great" looks like in your club and how I can support the team immediately.

Best,
Sai Kishore Chalumuri
[Phone] | [LinkedIn]

2) LinkedIn Connection Note (short)

Hi [Name] — I'm **Sai Kishore Chalumuri**. I'm applying for the **MSR / Front Desk** role at **[Club Name]**.
I made a quick **60-sec Loom intro** + portfolio link. Can we connect?

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3) LinkedIn DM (after they accept)

Hi [Name], thank you for connecting.

I'm **Sai Kishore Chalumuri** — actively pursuing the **MSR / Front Desk** role at **[Club Name]**. My focus is simple: **member experience, clean operations, fast problem-solving, and clear communication**.

Loom intro (60–90 sec): [link]
Portfolio/Work: [link]

If you're open, can we do a **10-minute intro** this week? Even a quick pointer on what makes someone stand out for this role would help me prepare the right way.

— **Sai Kishore Chalumuri**

Yes — here are **2 more sets** (each set includes **Email** + **LinkedIn connection note** + **DM**). They're written in your voice, clean, and not "ChatGPT-ish."

Template Set 2 (Straight + confident)

Email

Subject: MSR / Front Desk — Ready to start strong (Sai Kishore)

Hi [Name],

I'm **Sai Kishore Chalumuri**. I'm applying for the **MSR / Front Desk** role at **[Club Name]**.

I'm strong in three things that matter at the desk:

1. **Member experience** (warm, calm, professional)
2. **Operations** (notes, follow-ups, policies, accuracy)
3. **Speed under pressure** (rush hours, phones, problem-solving)

Resume: [attach/link]
Portfolio/Work: [link]
60–90 sec Loom intro: [link]

If you have **10 minutes**, I'd love to introduce myself and understand what you expect from your best MSR.

Best,
Sai Kishore Chalumuri
[Phone] | [LinkedIn]

LinkedIn connection note

Hi [Name] — **Sai Kishore here**. I'm applying for **MSR / Front Desk** at **[Club Name]**. Can we connect? I also have a quick Loom intro.

DM after accept.

Hi [Name], thanks for connecting.
I'm **Sai Kishore Chalumuri** — applying for **MSR / Front Desk** at **[Club Name]**.

Loom intro: [link]
Resume/Portfolio: [link]

Are you open to a **10-minute intro** this week?

Template Set 3 (More warm + people-first)

Email

Subject: MSR / Front Desk — Member experience + clean operations (Sai Kishore)

Hi [Name],

I'm **Sai Kishore Chalumuri**. I'm reaching out because I'm interested in the **MSR / Front Desk** role at **[Club Name]**.

Front desk is where the gym's culture is felt first — and I take that seriously. I focus on **making members feel seen**, keeping **operations clean**, and solving issues without drama.

Resume: [attach/link]
Portfolio/Work: [link]
Short Loom intro: [link]

If you're available, I'd love a **quick 10-minute intro call** to learn what your team needs most right now and how I can support it immediately.

Thank you,
Sai Kishore Chalumuri
[Phone] | [LinkedIn]

LinkedIn connection note

Hi [Name] — I'm **Sai Kishore Chalumuri**. I'm aiming for the **MSR / Front Desk** role at **[Club Name]**.
Would love to connect — I'll share a quick Loom intro too.

If my Git repo helped you land your first role, I'd love to hear your story.
Drop a comment on my post with what worked for you.
Feel free to share it with someone who's trying to break into the industry let's help more people win.
Follow me for more playbooks and real-world templates.