

FERGAIR / FREE CAREER RESOURCE

A&P JOB SHADOW STARTER KIT

A practical outreach guide for aspiring aircraft mechanics. Five customizable templates, plus a step-by-step contact strategy.

EMAIL / PHONE / TEXT / DECLINES / ACCEPTANCES

Start building connections in aviation before you have experience. You can use these scripts to request a brief observation visit at an aircraft maintenance shop.

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Choose your outreach level

Start with a clear email. Build on that first contact instead of contacting people repeatedly through every channel. The energy bars show how complete your outreach approach is—not a guaranteed success rate.

GOOD



Email first

Send a personalized email introducing yourself and requesting a short job shadow.

BETTER



Email + follow-up call

If you have not heard back after 3-5 business days, call the business and politely refer to your email.

BEST



Email + call + invited text

If the person offers to communicate by text, use it to coordinate details and confirm your visit.

Important: Only text a contact who has provided their number for that purpose or invited you to text. Respect shop security and safety rules.

01 / EMAIL TEMPLATE

Subject: Interested in Shadowing an Aircraft Mechanic

Hello [Name or Maintenance Team],

My name is [Your Name], and I am interested in pursuing a career in aircraft maintenance.

I wanted to ask whether your shop might allow me to shadow an aircraft mechanic for a few hours. I would love to see what the work is like and learn from your team.

I am happy to work around your schedule and follow all visitor and safety requirements.

Thank you for considering my request.

Best regards,

[Your Name]

[Phone Number]

[Email Address]

FERGAIR TIP

Personalize the first sentence with the company name or a specific reason you are interested in their shop.

06 / THE POWER OF FOLLOWING UP

No response does not necessarily mean no. Your email may have been missed, buried under other messages, or mistaken for spam. A respectful follow-up gives the shop another chance to see your request.

DAY 1

Send your initial email.

AFTER 3-5 BUSINESS DAYS

Reply to your original email with a friendly reminder.

AROUND DAYS 7-10

Call the public business number, mention your email, and ask for the right contact.

ONE FINAL CHECK-IN

If appropriate, try once more after another week. Then focus on other shops.

COPY-AND-PASTE FOLLOW-UP EMAIL

Subject: Following Up — Aircraft Mechanic Job Shadow

Hello [Name],

I wanted to follow up on my email about possibly shadowing an aircraft mechanic at your shop. I know your team is busy, so I wanted to make sure my message reached the right person.

I am very interested in learning more about aircraft maintenance and would appreciate even a few hours to observe, if your shop allows visitors.

Thank you for your time and consideration!

Best regards, [Your Name]

IMPORTANT: Follow up on silence, not on a clear no.

Respect declines and requests not to be contacted. Never pressure a shop.

WHEN NOBODY REPLIES

No response is not always a rejection.

An email may have been overlooked, filtered into spam, or sent to someone who does not handle visitor requests. Following up professionally can help you reach the right person.

Follow-up email: ask for the right contact

Subject: Following Up — Aircraft Maintenance Job Shadow

Hello [Name or Maintenance Team],

I wanted to follow up on my previous email about possibly shadowing an aircraft mechanic. I understand your team is busy, and I appreciate your time.

If your shop is not able to offer a job shadow, would you happen to know another maintenance shop or A&P mechanic who might be open to it? Or is there someone else on your team I should contact about this request?

Any direction would be greatly appreciated. Thank you!

[Your Name]

[Phone Number]

Phone follow-up: if you still have no reply

“Hi, my name is [Your Name]. I emailed recently about a possible aircraft maintenance job shadow. I wanted to make sure it reached the right person. If your shop cannot accommodate visitors, is there another shop or mechanic you might recommend I contact?”

Know when to move on

Try one email follow-up after 3-5 business days, then one polite phone call if needed. If you still hear nothing, focus on other shops rather than repeatedly contacting the same team.

Important: Ask for referrals in a follow-up, but do not assume silence means permission to keep contacting someone. Always respect a clear no or request not to be contacted.

02 / PHONE SCRIPT

Call the shop's public business number

"Hi, my name is [Your Name]. I am interested in becoming an aircraft mechanic. Could I speak with the maintenance manager or someone who handles job shadow requests?"

When connected: "Thanks for taking my call. I sent an email recently because I am exploring aircraft maintenance as a career. Would your shop ever allow someone to observe a mechanic for a few hours?"

If they are unsure: "No problem. Is there someone you recommend I contact by email?"

If they say yes: "Thank you! What would be the best next step?"

FERGAIR TIP

Keep the call short. Write down names and any instructions you receive.

03 / TEXT TEMPLATE

Use only when invited to text

Hi [Name], this is [Your Name]. Thank you for speaking with me about possibly shadowing your maintenance team. I would love to arrange a time that works for your shop. Is there a day you would recommend? Thanks again!

FERGAIR TIP

Text is best for coordinating with an existing contact, not as an unsolicited first message.

04 / DECLINE RESPONSE

Subject: Thank You for Your Time

Hello [Name],

Thank you for getting back to me. I understand that allowing visitors into a maintenance environment is not always possible. I appreciate you considering my request.

If you know another local maintenance shop or aviation professional who might be open to speaking with someone interested in the field, I would appreciate any recommendation.

Thanks again,
[Your Name]

FERGAIR TIP

A respectful response keeps the relationship positive even when the answer is no.

TURN A NO INTO A NEW LEAD

A shop may be unable to host a visitor but still know someone who can.

A polite referral request can open another door without pressuring anyone.

COPY-AND-PASTE REFERRAL EMAIL

Subject: Thank You - Quick Question

Hi [Name],

Thank you for considering my request. I completely understand and appreciate you taking the time to respond.

Do you happen to know another aircraft mechanic or maintenance shop that might be open to a short job shadow? Even a name or suggestion would be a huge help.

Thank you again!

[Your Name]

IF THEY OFFER A REFERRAL

Ask whether you may mention their name when reaching out.

Thank them, record the new contact, and follow up professionally.

IF THEY SAY NO AGAIN

Respect their answer. Thank them and move on to another shop.

KEY LESSON: A decline can still lead to a useful connection.

05 / ACCEPTANCE RESPONSE

Subject: Job Shadow — Thank You and Confirmation

Hello [Name],

Thank you for offering me the opportunity to shadow your team. I am excited to learn more about aircraft maintenance.

Could we confirm the date and time, facility address, point of contact, and any requirements for identification, clothing, or closed-toe footwear?

Please let me know if there is anything else I should prepare before arriving.

Thank you again,
[Your Name]

FERGAIR TIP

Arrive early. Follow your escort and all safety instructions. Never touch aircraft, tools, or equipment without permission.