

Sample Emails & Letters

When constructing an email or letter to a college coach, keep these tips in mind:

Most coaches now rely on e-mail to both initiate and to receive communication from potential recruits. Email is the preferred method of contact as that requires the least amount of effort for a busy coach. Locating the e-mail address for a college coach is a relatively simple task. Every college has dedicated athletic website and on the athletic website is a number of links where you may find contact information. First, look for an athletic department directory or staff listing of employees or coaches. Second, you should be able to find a link for each sport and in that sport specific information should be the contact for the coaching staff.

Be brief. Collegiate Coaches receive numerous e-mails and letters from high school-aged players during a typical week. Your main goals are to inform and demonstrate your interest in a school and program as well as to pass along your contact information, your athletic/academic profile, and to provide the coach with scheduling information so he can see you play.

Be sure that the email/letter and all communication are from you personally. Coaches are interested in self-motivated responsible recruits – not parents. In the recruiting process your parent's will have plenty of opportunity to communicate and visit with a coach, but until that point you need to take charge of the recruiting process.

Provide correct updated contact information for all of your coaches, teachers and administrators. That is particularly important when it comes to grades and test scores – provide EXACT, CORRECT information, don't guess or give an estimate. Don't "round up."

Do not send a form letter that starts out with "Dear Coach" and does not mention anything specific about his/her program and school. Use a template email or letter as a guide but be sure to PERSONALIZE everything! Know the coaches name, the school's mascot, colors, location, etc... Proofread the letter numerous times – have a parent, teach or coach help in this process.

Do not get creative with your font, page design, ink color or anything that would take focus away from the message of your letter or profile. Be conservative and simple.

Sample email letter 1

Dear Coach Munch,

My name is Erica Martin and I'm currently a junior at Melbourne High School in Melbourne, FL. I will graduate in May of 2005, my current GPA is 3.85/4.00 and I have an SAT score of 1080.

I am interested in attending The University of North Florida because of your fine business program as well as your soccer program. My former teammate, Janice Thomas, is currently a junior there, and I have visited the school several times and have been able to see your team play three different times.

My current club team is the Brevard Blaze U17 from Melbourne. Our team will be playing in the Disney Showcase from December 27-30 in Orlando, FL and will resume club play at the conclusion of high school season in March.

My high school team will be participating in the Lake Mary high school tournament during the weekend of January 12-13. I have attached schedules for both my club and high school teams. I have also attached my soccer resume with my club, high school and ODP coach's information. Please let me know if there is anything else that you need.

I look forward to seeing you in Orlando,

Erica Martin – class of 2005

Sample email letter 2

Dear Coach Munch,

My name is Morgan Scott. I am a high school junior, class of 2010.

I have recently started my search for a college to further my education. The University of Nebraska at Kearney is high on my list of choices. I wish to continue playing soccer in college. It is my hope to do so for a program like UNK.

I have attached a player profile which outlines my personal, academic, and athletic information. It is my understanding that NCAA rules do not allow contact with a high school player until July 1, after their junior year. It is my hope that you will have this information at the appropriate time and will contact when you are able.

Please send me any information regarding the Lady Loper soccer program, school admission requirements, financial aid, upcoming camp schedules, or any other helpful information.

I look forward to learning more about The University of Nebraska at Kearney and the women's soccer program.

Sincerely,

Morgan Scott