

[LETTER OF INTRODUCTION]

Address your letter properly.

Mailing addresses can be found on the team's website. If they're not available there, send the letter to the school's athletic department—just be sure to address it to the coach.

Show respect!

Always address letters in a formal manner; don't use the coach's first name.

Always include two key facts right away:

Your current class and your position.

What strengths can you bring to their program?

College coaches prefer letters that are easy to read and get right to the point. Use bullets to highlight what makes you unique.

End your letter by inviting the coach to come see you play.

Mention an upcoming tournament or a big game where the coach can see you in action. And be proactive about following up.

Don't say you'll wait for a response, say that you'll reach out to them again very soon. Just make sure you actually follow through!

January 11, 2010

Cowh Buzie Andrews
Women's Soccer Head Coach
Gold University
555 Maple Road
Maplewood, Pennsylvania 65055

Dear Coach Andrews,

I am very excited to write to you. I have been following the success of your women's soccer team at Gold University since I began high school. Congratulations on your recent big overtime win over Syracuse last week.

I am currently a senior at Excelsior Prep in New York and, over the past 10 years of playing, have become very passionate about the game. I would love to contribute to the success of your top-notch soccer program at Gold. Though I primarily play sweeper, I am a strong all-around contributor and am willing to play wherever the team would need me on the field. Below are my specific strengths and reasons why I'm confident I can have a positive impact on Gold's soccer program:

- Named 2009 Most Valuable Player in the regional conference
- Able to score from anywhere on the field—left foot shot is an equally dangerous as the right
- Injury-free for the past 7 years
- Quick speed: Run a 50-yard dash in 5.9 seconds
- Demonstrate constant leadership on the field
- Able to organize my teammates and stay composed in pressure situations

I constantly look to push myself as a student-athlete, in the classroom and on the field. I am very serious about my academics (3.4 GPA) and always bring a great work ethic to the classroom, in addition to the soccer field.

I invite you to come see me compete at an upcoming tournament in Richmond, Virginia, on March 16, 2010, when I will be playing with my travel team, PG Premier. I look forward to hearing from you and will reach out to you in the coming weeks to follow up. I attached my résumé so you can have a better understanding of my academic efforts, soccer accomplishments and upcoming competitions.

Thank you so much for your time and consideration, Coach Andrews. I will be in touch again soon and look forward to learning more about your program!

Very best,

Abby-Gail Douett

Abby-Gail Douett

Tell them you follow their program.

Do you keep tabs on the team's progress? Great work—now tell them about it! It shows your level of interest and adds a personal touch to your letter.

Academics count!

To college coaches, caring about academics as much as athletics is a huge plus. Communicate how much effort you put toward your grades.

Coaches enjoy seeing you in ACTION

If you include a photo, choose a shot that illustrates your athleticism. Try to avoid using posed pictures.

Your letter can be very simple. A coach needs to know your academic ability and athletic level. Your letter should include this information if you want to receive a realistic response from a coach.

Send the letters during your sophomore or junior year. Get on coaches' recruiting lists early. You can send the same letter to the coaches at all the colleges that seem like a good fit for you academically and athletically. Be sure, of course, to make the appropriate changes in each letter to reflect the correct college and coach name.

Suggested items to include:

1. your test scores (PSAT/NMSQT*, ACT, SAT*, SAT Subject Tests™ and AP*)
2. your GPA and class rank
3. athletic abilities (events, times, positions, stats, etc.)
4. your goals and aspirations (be realistic)
5. current team, coach's name and telephone number
6. birth date, height, weight (optional—depends on the sport)
7. interest in scholarship (if this is a priority for you)
8. whether a videotape is available

Appropriate things to request:

1. application form
2. college catalog
3. media guide or team brochure

Additional things to mention:

1. if a parent or relative is an alumnus/alumna
2. if you are new to the sport
3. other sports you currently compete in and the level you're at

Attachments:

résumé
recommendation letters (optional)
competition schedule

The résumé should have all pertinent data, including your grade point average, SAT* or ACT scores, the sport you play, awards and honors received, personal statistics, and references (such as your high school coach, who will either call or e-mail the college coach to offer a recommendation). Where appropriate, include your time for sprints and longer distances. A field hockey coach, for example, may be impressed to know that you can handle a stick, but the coach may be even more impressed to learn how well you move—and how long you can continue moving.

The idea behind the résumé is to give coaches a quick idea of who you are, what you've done, and what your potential may be. If you play a sport such as tennis, by all means include your ranking. A college coach who is unfamiliar with the caliber of your competition probably won't be impressed to know that in your junior year you won most of your matches. The same coach will be impressed, however, to know that you were highly ranked and made it to the county or the state finals.

Statistics to include in a résumé, listed by sport

Baseball and Softball

Batting average
Fielding average
Earned run average, or ERA
(pitchers)
Win-loss record (pitchers)
Runs batted in (RBI)
Stolen bases

Basketball

Assists (per game)
Rebounds
Free-throw percentage
Field-goal percentage (2 point and 3 point)

Cross-Country, Track and Field

Distance in field events: Shot put, discus, long jump, triple jump
Height in field events: high jump and pole vault
Time and distance
Conference, invitational, or state places

Field Hockey

Goals
Assists
Blocked shots

Football

Tackles (defensive player)
Assists (defensive player)
Sacks (defensive player)
Interceptions (defensive/back/linebacker)
Fumbles recovered
Yards rushing (running back)
Receptions—yards, average, touchdowns
Attempts, completions, total yards passing/rushing (quarterback)
Punts—attempts, longest, average
Kickoff returns—attempts, longest, average
Points scored—touchdowns, extra points
Field goals—attempts, longest, average, total points scored

Golf

Scores
Assists
Handicap
Blocked shots

Gymnastics

Events and scores
Conference, invitational, or state places

Soccer

Goals
Assists and blocked shots

Swimming

Event and times
Dives, difficulty, scores
Major conference, invitational, or state places

Tennis

Record and ranking
Major conference, invitational, or state ranking

Volleyball

Blocks
Assists
Kills
Aces

Wrestling

Individual record and at what weight
Season takedowns
Season reversals
Season escapes
Season 2-point and 3-point near fall points
Falls
Conference, invitational, or state places

Sample Résumé

Student's name

1701 Independence Parkway
Plano, TX 75075
972 555-5555
seriousathlete@aol.com

Current School:

Plano Senior High School
2200 Independence Parkway
Plano, TX 75075
469 752-9300

Expected graduation: May 2007

SAT® Scores: 510 (critical reading) 630 (math) 540 (writing)
GPA 3.8 (4.0 scale)
Class Rank: 101/1170
Expected field of study: Engineering

Personal statistics

Date of Birth: November 12, 1989
Height: 5'9"
Weight: 164 lbs.
40-yard time: 4.95 secs.
100-yard time: 10.9 secs.
Mile time: 5.12 mins.

Athletic History:

- Soccer, freshman: left wing, junior varsity; 11 goals, 21 assists. Team finished second in league, 12-4.
- Soccer, sophomore: right wing, varsity; 9 goals, 24 assists. Team finished first in league; named Honorable Mention All-County.
- Soccer, junior: right wing, varsity; 23 goals, 19 assists. Team reached state quarter finals; named to third team All-State. Elected team captain for senior year.
- Track, sophomore year: quarter mile, best time, 52.8

References:

M. Weir
Varsity Soccer Coach
Plano Senior High School

P. Goldwater
Director
All-American Soccer Camp

[ATHLETIC RÉSUMÉ]

Want an eye-catching résumé?

Add some creativity! Don't go overboard, but images, colors and fonts can add a little extra personality to your résumé.



555.666
@gma

Call attention
to yourself!

You've endured countless hours of practice, the exhaustion of conditioning, the tournaments, the studying. Don't get shy now—put your name up top in bold and showcase all that hard work!

Abby-Gail Douett

123 Cherry Lane
New York, N.Y. 11111

Introduction

After competing on several girls' soccer teams over the past 10 years, I have developed a high level of skill and relentless passion for the game of soccer. My goal is to help contribute to the success of an excellent collegiate soccer program, while meeting the institution's academic demands.

Academic Background

Expected Graduation Date: June 2010
Current High School: Excelsior Preparatory High School
555 Columbus Road, New York, N.Y. 11111
GPA: 3.4
Class Rank: 93 out of 250

Academic Awards: National Honor Society as a sophomore and junior, perfect attendance junior year, Effort Award in Music Physical Education, Who's Who Among America's High School Students

Contact info:

Be sure to include your contact information so the coaches can reach out to you directly during junior year of high school.

Here's your
pitch

Write a 2- to 3-sentence snapshot of your background and your goals—both athletic and academic.

Soccer Accomplishments

Excelsior Prep (2006-present)

Head Coach: Joe Smith – cell: 555.123.5432

- 2009 New York All-Regional Selection
- 2009 Conference Leading Scorer
- 2009, 2008 First Team All-Star in the Conference
- 2009, 2008 Varsity Letter Winner, Starting Forward since Freshman Year
- Coach's Award, Freshman and Sophomore Year
- Most Valuable Player, Sophomore and Junior Year

PC Premiere Travel Club (2005-present)

Head Coach: Cheryl Thomas – cell: 555.323.4567

- 2008 Winter Soccer Classic Champion, U17
- 2008 Riverstreet Tour Classic, U17 – 3rd Place
- 2007 Pennsylvania Round Robin Tournament, U18 – Runner-up
- 2007 New York Island Cup Champion, U15 – Semi-Finalist
- 2006 Long Island 3 v 3 Tournament, U14
- 2006 Sportsmanship Award

Always
include
references.

Provide your coach's contact information (get permission first!). A college coach may want to speak with your head coach about your playing style, team attitude and leadership abilities.

Upcoming Competitions

1. March 16, 2010, Richmond, Va. – Jefferson Cup, U18 Division
 - URL of tournament website
2. June 10, 2010, Baltimore, Md. – March Madness Classic, U18 Division
 - URL of tournament website
3. Weekend Games running April through August 2010, N.Y. – PC Premiere Travel Games
 - URL of Standings on league website

Show time!

You worked your heart out to get that championship or runner-up medal—be sure to include those specific achievements.

Give them a heads up!

A coach may be interested in watching you in an upcoming tournament or game—give them the heads up! Make sure the tournament is not too soon so the coach has time to make travel plans. A few days before the tournament, e-mail the college coach and remind him or her that you will be playing in this upcoming match.

Thank you note to the coach

Coach's Name
College/University
Address
City, State Zip

Date

Dear (Coach's Name):

I want to take just a minute of your time to thank you for the recent visit to your campus. I enjoyed having the opportunity to meet the coaches and several of your players, to walk the campus, and to accept your hospitality. The trip was everything I expected it to be—and more. I'm not surprised that your school and athletic program enjoy such widely recognized reputations.

My parents asked me to thank you, too. They say they enjoyed a weekend of peace and quiet, and they appreciate your generosity!

Thanks again for the time you spent with me. I will be getting back to you soon regarding my decisions for the future. In the meantime, if you have any questions, please call me or my coach at your convenience.

Sincerely yours,

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