



CAP: Cover Letter and Resume Example

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What you need:

1. Your name, address, telephone and email
2. Your high school grades, ACT, SAT, and graduation date
3. Your high school information (address, telephone number)
4. Your club team information – team, coach, and a contact number and/or email
5. Athletic Accomplishments
 - a. Don't list the world, they do not need to know that you were a Silver Mug Quarterfinalist in the Bronze division when you were U14
 - b. Be specific and clear – do not put something that only you and your parents understand and know
 - c. Limit the athletic info to MAJOR athletic achievements, don't put you played freshman basketball when you are a Junior, don't put that you ran on the JV cross country team in the spring of your sophomore year and no other time. Limit this space and make it important
 - d. Don't think that you have to have the world, be honest, and realistic
6. Academic Accomplishments
 - a. Again, be honest, do not overstate things, but list everything you have. Academics are important even to National Champs!
 - b. If you are not sure do not list it
 - c. If you are not sure go see your Guidance Counselor and ASK FOR HELP!
7. Additional Accomplishments
 - a. Anything that you feel does not fall under the other categories
 - b. Don't go overboard, and put that you have lots of friends, you smile a lot and you like the snow... these are accomplishments!!



Monday, May 20, 2008

Clive Charles
Head Men's Soccer Coach
University of Portland
Portland, Oregon

Dear Coach Charles:

My name is Tony McCall and I am writing to you to express my interest in attending the University of Portland and playing for your program.

Currently, I am a junior at Denver City High School and will graduate in 2009. I currently have a GPA of 3.5 and 1100 SAT. Enclosed is a list of my academic and athletic accomplishments.

I am currently playing for the Virginia State and Region II ODP team. My club team is the Sun Bowl Champion Loudoun Soccer U-17 Boys. My personal highlights include the ODP State Team, ODP Regional Camp for Region II, Puma Cup 1st team in Tampa, FL, All-State 1st team in 2005 and 2006 as well as the MVP Award at the Raleigh Shootout. I will be playing in the upcoming Sport Source Jr/Sr Showcase, August 12-14 in the Woodlands, TX. Enclosed with this letter is a current schedule of the showcase events my team will be participating in, my academic/soccer resumes a copy of my transcripts along with my ACT/SAT results.

I hope you will be attending some of these events and you might have the time to evaluate my soccer abilities in a showcase game.

If you could send me a soccer media guide and a soccer camp brochure, it would be much appreciated.

I will follow up this letter with a telephone call within the next fourteen days in the hope that I will have an opportunity to talk with you in reference to opportunities that may exist in the future.

Thank you for your time and consideration.

Sincerely,

Tony McCall



George Best

Personal Information	
George Best 555 So. West St Denver, Colorado 80020 303.555.5555 Parents: Archie & Lisa	<i>E-mail:</i> jbc@yahoo.net <i>DOB:</i> March 1, 1991 <i>Position:</i> Striker <i>Height:</i> 6'6" <i>Weight:</i> 200 lbs.
Goal	
To play College Soccer at a level commensurate to my ability while getting the highest possible level of education to pursue a degree in Engineering.	
Academics and Extra Curricular	
Class of 2009 St Patrick's Secondary 2135 S. Pearl St. Denver, Colorado 80210 303.555.5555	<i>SAT:</i> 1690 (Critical Reading 630/Math 620) <i>ACT:</i> 25 (English-18/Math-27/Reading-31/Science-25) <i>GPA:</i> 3.5 <i>Honors and Advanced Courses:</i> Honors Poetry, Advanced Biology <i>Extra Curricular Activities:</i> FCA, Church Youth Group Leader, Skiing,
Club Soccer Experience	
Real Madrid Academy U-16 Team - Madrid, Colorado <i>Coach:</i> Alex Ferguson, Asst. Dir. of Coaching – Real Madrid Youth Academy <i>Phone:</i> Office – 303.555.5555 Cell - 303.555.5555 <i>Email:</i> a Ferguson@yahoo.com 2001-2007 – Shamrock Rovers FC, Dublin, CO Colorado State Cup & U-12 Region IV Champions - 2003 Colorado State Cup Finalist U-13 - 2004 Colorado State Cup Finalist U-14 & Wildcard to Region IV - 2005	



ODP & Other Experience	
<p><i>ODP State Team</i> 2005 U-14 2006 U-15 2007 U-16 <i>ODP Region IV Pool</i> 2006 U-15</p>	<p><i>National Team Pool</i> U-14 - 8-04 <i>National Team</i> U-14 - 4-05</p> <p>Real Madrid U-16 Super Y League Team - Summer 2007</p>
High School Soccer	
<p>St Patrick's Secondary School Coach: Arsene Wenger Phone: 303.555.5555 Email: awenger@yahoo.com</p>	<p>2005-Freshman - Jr. Varsity Starting Striker & Captain 2006-Sophomore - Varsity Striker 2007-Junior - Varsity Starting Striker</p> <p>2006 State 3A Finalist 2007 State 3A Champion</p>
References	
<p>Alex Ferguson Roy Keane David Beckham Charlie Kadupski</p>	<p>Real Madrid Dir. of Coaching – Youth Academy - 303-555.5555 - aferg@yahoo.com Sunderland Manager- 555.555.3757 rkeane@hotmail.com LA Galaxy – 555.555.5555 The Sport Source- 555.555.5555 ckadup@hotmail.com</p> <p style="text-align: right;">db@mufc.org</p>

Mia Hamm

Personal Information	
<p>Mia Hamm 555 So. West St Denver, Colorado 80020 303.555.5555 <i>Parents: Archie & Lisa</i></p>	<p><i>E-mail:</i> Mg@yahoo.net <i>DOB:</i> March 1, 1991 <i>Position:</i> Striker <i>Height:</i> 5'6" <i>Weight:</i> 130 lbs.</p>
Goal	



To play College Soccer at a level commensurate to my ability while getting the highest possible level of education to pursue a degree in Engineering.

Academics and Extra Curricular

Class of 2009
St Patricks Secondary
 2135 S. Pearl St.
 Denver, Colorado 80210
 303.555.5555

SAT: 1690 (Critical Reading 630/Math 620)
 ACT: 25 (English-18/Math-27/Reading-31/Science-25)
 GPA: 3.5
Honors and Advanced Courses: Honors Poetry, Advanced Biology
Extra Curricular Activities: FCA, Church Youth Group Leader, Skiing,

Club Soccer Experience

Real Madrid Academy U-16 Team - Madrid, Colorado
 Coach: Alex Ferguson, Asst. Dir. of Coaching – Real Madrid Youth Academy
 Phone: Office – 303.555.5555 Cell - 303.555.5555
 Email: aferguson@yahoo.com

2001-2007 – Shamrock Rovers FC, Dublin, CO
 Colorado State Cup & U-12 Region IV Champions - 2003
 Colorado State Cup Finalist U-13 - 2004
 Colorado State Cup Finalist U-14 & Wildcard to Region IV - 2005

ODP & Other Experience

ODP State Team
 2005 U-14
 2006 U-15
 2007 U-16
ODP Region IV Pool
 2006 U-15

National Team Pool
 U-14 - 8-04
National Team
 U-14 - 4-05
 Real Madrid U-16 Super Y League Team - Summer 2007

High School Soccer

St Patricks Secondary School
 Coach: Arsene Wenger
 Phone: 303.555.5555
 Email: awenger@yahoo.com

2005-Freshman - Jr. Varsity Starting Striker & Captain
 2006-Sophomore - Varsity Striker
 2007-Junior - Varsity Starting Striker
 2006 State 3A Finalist



2007 State 3A Champion

References

Alex Ferguson	Real Madrid	Dir. of Coaching – Youth Academy - 303-555.5555 - aferg@yahoo.com
Roy Keane	Sunderland	Manager- 555.555.3757
David Beckham	rkeane@hotmail.com	
Charlie Kadupski	LA Galaxy –	555.555.5555 db@mufc.org
	The Sport Source-	555.555.5555
	ckadup@hotmail.com	