

### **Sports Resume (see example that follows):**

While you can start contacting coaches as early as your freshman year (elite swimmers), it is more common that your “resume” most likely isn’t “complete” until mid-Junior year at the earliest. But whenever you are ready to begin either with campus/coach visits, phone calls or emails/faxes to coaches, first develop a Sports Resume to send to them or to leave with them when you meet them in person. You can update this resume as frequently as you want (time improvements, the addition of test scores, activities, voted team captain, etc). After your initial contact, continue to provide email updates to coaches on changes (better times, new test results, becoming captain of the team, leadership positions at school, academic achievements, etc.) They want to hear from you as it is an expression of your interest in their team. You will want to get your name in front of the coaches on a regular basis.

When Faxing or emailing your Sports Resume to coaches, make sure that you include a specifically tailored cover letter (see below). This cover letter should indicate why you are interested in swimming at this particular school and why that specific school is of interest to you academically. You can also include your height and weight, your training regimen (include dryland/ weight training), your practice schedule and your collegiate swim goals.

### **Cover Letters (see samples that follow):**

When emailing or faxing your Sports resume, attach a **short cover letter** that is specifically tailored to each college and coach. The goal of the cover letter is to highlight the information that the coach is going to need to quickly qualify as a PSA for their team. This information includes:

- academics scores (GPA and standardized test scores)
- best times in your best events
- academic interests
- the number of years you have been swimming year round
- interest in swimming in college/collegiate athletic goals

You may want to include additional information such as why you are interested in that specific college ie academic reputation, a particular program that is offered, location, reputation of the team, lifelong dream to attend that school, etc.

Many high school students are not frequent users of email. However, it is the preferred communication method for most coaches. Consequently once you have initiated the process by sending out emails, check your emails frequently and be responsive to any communiqué from a coach. This reaffirms your genuine interest in their program. For each college contacted, make sure you maintain a specific folder within your email or print out each correspondence to keep in a dedicated file folder. As you contact many different schools, it can get confusing. Keep track of the coaches’ names at each school!

### **Additional Correspondence with Coaches (see samples that follow):**

After your initial contact with a specific school, continue to routinely update the coaches via email (it may go into your file) on both your academic and athletic progress. It is very important that you continue to express your interest in the team.

**Legal Name** (the name you will use on your college application)  
**"nickname"**

750 Moraga Road  
Moraga, Ca 94556

Home Phone: (925) 376-4321  
Cell Phone: (925) 890-4321  
Email Address: [OrindaSwimmer@aol.com](mailto:OrindaSwimmer@aol.com)  
Birthdate: January 1, 1993

High School: Campolindo High School  
750 Moraga Road  
Moraga, Ca 94556

Academics:  
GPA: 3.85 (unweighted), 4.02 Weighted  
Tests Scores:  
SAT 640 (Critical Reading), 680 (Math), 670 (Writing)  
700 (Math 2 Subject Test), 680 (Spanish)

AP Tests: 4 (European History)  
Honors: CSF (4 semesters to date), USA Swimming Scholastic All-American  
Collegiate Goals: Engineering Degree, Swim in NAAs, qualify for Olympic Trials

Extracurricular:  
Activities: Editor: Campolindo High School Yearbook  
Spanish Club (2008-present)  
Moraga Valley Presbyterian Church Youth Group

Honors:  
Employment: 2009- Present: Junior Swim Coach – Orinda Polar Bears

Swimming:  
High School: Campolindo High School  
Team Captain – Senior Year  
Coach: Ron Heidary  
Phone:  
Email Address: [Coach\\_Ron@yahoo.com](mailto:Coach_Ron@yahoo.com)

USA Swim Team: Orinda Aquatics  
Coach: Don Heidary  
Phone:  
Email Address: [Dheidary@aol.com](mailto:Dheidary@aol.com)

Top Swim Times:	SCY Times:	LCM Times:
	50 Free:	50 Free:
	100 Free	100 Free:
	100 Back:	200 Back:

Attach Photo or  
Insert Photo Here

### Sample Cover Letter:

Dear Coach \_\_\_\_\_,

I have been swimming for Orinda Aquatics swim team since 7<sup>th</sup> grade and am very interested in swimming for the \_\_\_\_\_ next year! I definitely want to continue to swim competitively and continue to improve with the future goals of scoring for the team at NAAs. I am looking for a medium to large school with excellent academics and a major in \_\_\_\_\_, excellent coaching, strong school spirit, team chemistry and a strong work ethic..

I have attached my Sports Resume for your review. My unweighted GPA is \_\_\_\_\_ and my ACT score is \_\_\_\_\_. I am currently captain of both my club and high school swim teams and Vice President of my Junior class at \_\_\_\_\_ High School. My favorite events are the 500 free (    ), 200 IM (    ), and 200 free (    ).

I would love to hear from you as I would like to learn more about \_\_\_\_\_, your coaching philosophy, and if you think that I could be a fit for your team. . The best time to reach me is either between 1:30 and 3:30 pm PST or after 6:30 pm PST on weekdays.

Yours truly,

\_\_\_\_\_

### Samples: Other Correspondence with Coaches:

#### Sample Monthly Update – Junior Year:

Dear Coach \_\_\_\_\_ and Coach \_\_\_\_\_,

It has been a great year for both swimming and academics. I was elected to be \_\_\_\_\_ and I earned a national ranking in the National French Contest. I have also received my May SAT Reasoning scores:    -Math,    -Critical Reading, and    -Writing. I took two SAT subject tests yesterday and I will update you on my scores when they are sent. As for my swimming, my time of \_\_\_\_\_ in the 500 free made me a team record holder and an Automatic All-American.

I will send you my year-end transcripts when I receive them in the next few weeks. I am looking forward to an excellent long-course season! I will be swimming in the Santa Clara International Meet this coming weekend!

I look forward to speaking to you further about \_\_\_\_\_. Go \_\_\_\_\_!

**Sample Post Unofficial Visit:**

Dear Coach \_\_\_\_\_,

Thank you so much for meeting with me yesterday! It was great to get to know you and learn more about the \_\_\_\_\_ team! I am looking forward to keeping in touch with you throughout these next few months and I will keep you updated on the rest of my high school season as summer approaches! Thank you so much again!

**Sample Post-Recruit Trip:**

Dear Coach \_\_\_\_\_,

I just got back home and I want to let you know how much I enjoyed my recruit trip this weekend! I am so excited about all aspects of \_\_\_\_\_: the swim program, the team, the academics, and the school's environment. I can really see myself being part of the team; it was my first recruit trip where I really felt like I could jump right in and fit. My only disappointment during the trip was that I didn't get to buy a sweatshirt at the Student Union! I hope to hear from you soon! Thank you again for a great weekend!

**Sample Post Application Submission (first of all, let the coaches know you have applied!):**

Thank you so much for the update. My fingers are crossed! I understand that I will receive my decision in mid-December, right?

**Other Ideas for Coach Updates:**

- I have an Alumni Interview scheduled for this Saturday afternoon in San Francisco. I am looking forward to hearing another perspective on the school.
- Today I attended an informational session held by \_\_\_\_\_ at our high school. I was really intrigued by the internship opportunities offered to so many students and I loved the tradition of the freshman class walking through the gates. The fact that your school offers fewer required courses and will allow me to go more in depth in my major is a real plus. I hope all is well in \_\_\_\_\_. I look forward to hearing from you soon.
- I was very happy with a midseason meet we had this last weekend. I swam some best times in several "off" events so I am really excited for the upcoming season.
- I have been following \_\_\_\_\_'s swim season via your website. It looks like you are off to a strong start!
- Happy Thanksgiving!