

Athletic Coach Sample Letter

Name
Address
City, State, Zip

Date

Coach XXXX
XXX College
address
city, state, zip

Dear Coach xxx

My name is xxx and I would like to thank you for this opportunity to introduce myself.

I have been playing (list sport) since (list year started). Now as a high school junior, it is time for me to review my options for playing (list sport) in college. I am very interested in attending (name of university). I hope you will have an opening on your team during the (list date of freshman year in college eg 2006) school year.

I have attached my resume/profile for your review. A list of tournaments I will be playing in during this coming fall is also attached, should you have an opportunity to attend. Please feel free to contact me by phone, fax, or e-mail as soon as NCAA rules permit.

As you can see from my attached profile, I take my academic studies very seriously. At present I have yet to decide a major, however, I am certain that my goals fit nicely with those of your school. While my choice of degree is still uncertain, I am 100% sure about my interest in (list college).

Sincerely,

(your name)

Sample Athletic Profile

Name
Address
City, State Zip

High School Graduation Year:
Numeric Average:
Class Rank:
SAT/ACT Score:

Academic History:

- AP or Honors classes (list classes)
 -
- Club Participation (list clubs)
 -
- Academic Honors Received (list all honors)
 -

Extra Curricular Activities: (list all activities)

- Youth Groups or mentoring etc.

Athletics:

Sport
Position Played:

High School:
(include coach's name & phone #)

Club Participation:
(include coach's name & phone #)