

Sample Email to Begin the Recruiting Process

(Steve Tranter, CUP Director of Coaching - Girls)

The following is recommended content for an email to begin the process for selecting a college and its soccer program.

Remember you must "**Be Proactive**" and "**Recruit the School!**" College programs will not routinely recruit you. At best, you may receive correspondence that lets you know you've been noticed by a particular coach or school.

Follow-up is up to you. For most schools, YOU must initiate the dialogue to let them know you're interested in their school and program --- and that it's worth their time following up with you.

KEY Point: Coaches want personalized email & letters. Players should include all the information listed below; however, it should be written so each letter is personal and does not "feel" like a form letter. *Also, show in some way that you have researched the college & know something about the school & soccer program.*

Recommended Structure and Content of Emails and Letters:

Coaches Name: (make sure you have this correct)

Date:

University:

Address, State, Zip:

Dear Coach:

• **Introduction:**

- Your name, address, grade, graduation year, telephone #, high school, & email address

• **Reason for Email:**

- Explore the possibility of playing soccer for your school
- Visit the campus and meet the coach
- Visit with an academic advisor or financial aid officer

• **Playing Background:**

- Club
- ODP
- High School
- Playing honors
- Other

• **Academic Background:**

- ACT / SAT
- Grade point / Class rank
- AP / Honors classes
- Intended major

• **Include Your Team's Tournament Schedule:** (invite the coach to watch one of your games, if appropriate)

• **Attach Player Profile** (see attached profile sample)

• **Closing:**

- Thank you for reviewing my credentials. I look forward to hearing from you and possibly setting up a visit.

Respectfully,

Name

SAMPLE RESUME



#10

Michael Owen
1010 10th Street
Liverpool, England

(110) 110-1010

michaelowen@aol.com

Personal

Date of Birth
Height
Weight
Mother
Father

Academics

Class
School
Graduation Date
Grade Point Avg. Grade Scale
SAT/ACT
Probable Major

Playing History

<u>Club</u>	<u>Years</u>	<u>Position</u>	<u>Coach</u>	<u>Phone #</u>
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<u>School</u>	<u>Varsity Years</u>	<u>Position</u>	<u>Coach</u>	<u>Phone #</u>
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<u>Camp Specialty Training</u>	<u>Coach</u>	<u>Phone #</u>
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Soccer Highlights and Awards

Other Sports, Activities & Honors

References (Including High School and Club Coaches Above)