

SAMPLE INTRO LETTER

November 24, 1996

Coach Rob Thompson
Field House - Maine St.
Durham, HH 03824

Dear Coach Thompson,

I am in the process of searching for a university which has the unique combination of both a (specify) level soccer program and a high academic standard. The University of New Hampshire is one of the few universities that can claim both of these attributes.

The enclosed resume details my soccer profile and academic standing. I am currently in my junior year of high school with a GPA of 3.91 on a 4.0 scale and I am taking college preparatory classes such as honors chemistry and honors biology.

I play with two club teams, Iowa City Alliance (U-18) and Des Moines Olympiakos (U-17). The Alliance was the 1995 Iowa state champion at U-17 and is the runner-up this year at U-18. The Olympiakos won the Iowa state championship this year at U-17 and was last year's state champion at U-16. I am starting striker on both squads. Both my club teams play with a 4-4-2 lineup.

I have played striker with my club teams and high school team but I also have experience playing defense. I was the starting left fullback for the U-18 Iowa ODP team. I am more than willing to play at any position in order to be as effective for the team as possible.

I believe that I have the necessary soccer skills and abilities which would contribute to the success of your program.

Thank you for any consideration you can give me as a future Wildcat. Please send me information on your program that may help me better prepare myself to attend and play at the University of New Hampshire.

Sincerely,

Name
Address
Phone number

Sample Structure of Introductory Letter/Email

****Personalize your letter/email! Demonstrate in some way that you have researched the university and know something particular about the school (reputable major) and soccer program (successes, current players, etc.).****

Date

Coach's Name (make sure this is correct!)

University

Address, State, Zip

Dear Coach:

- *Introduction*
--*The opening paragraph (s) should include your name, grade and graduation year. It should also clearly state your genuine interest in the university and soccer program and why...*
- *Purpose*
--*Explore the possibility of playing soccer at school, visiting campus, meeting with coaching staff, etc.*
- *Playing Background*
--*position, club, Provincial/Canada games experience, high school, playing honors, other*
--*May include athletic, technical or tactical strengths*
- *Academic Background*
--*GPA, ACT/SAT, class rank, intended major*
- *Include your upcoming soccer schedules, showcases, league games, camps, tournaments and all necessary contact information (mailing address, phone numbers, email address)*
- *Include player profile*
- *Closing*
--*Thank you for reviewing my credentials...*

Respectfully,

Your Name (make sure you sign it!)