**SAMPLE E-MAIL FROM HIGH SCHOOL STUDENT-ATHLETE**

**TO COLLEGE COACH**



Dear Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am in the class of 20XX at Evanston Township High School in Evanston, Illinois. I have played volleyball for six years. For the last three years I have been the setter on my high school team. I earned All-Conference honors for the past two years and was All-State this year. This year I was also selected for the North All Star Team.

My GPA is a 3.7 and my ACT score is a 24. I have registered to retake the ACT in October. I’m interested in majoring in biology. I am very interested in your program. I have followed your team’s season in the Chicago Tribune and have attended two games this fall.

Attached is my schedule from this year. I have also included a video link to the conference tournament match and game highlights. Please let me know if there is additional information that my coach or I can provide.

Thank you for your time. I look forward to hearing from you.

Sincerely,

Athlete’s Name

Address

Phone Number

Other content: • height/weight/PR/ other stats important to your sport and/or position

 • I have applied/plan to apply.

• I have visited the campus/plan to visit campus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

NOTE: Do not send email to a group of coaches. It is best to be personalized. Personalization shows greater interest in their specific program. You don’t want to appear to be unfocused and fishing for contacts.