

Email Outlines

Introduction Email:

Dear Coach (Last Name),

Purpose and introduction - introduce yourself and describe yourself as a student and athlete.

Why you're interested - give details as to why you are interested in that university and team.

University ambitions - what do you want to accomplish at university as a student and athlete.

Sincerely,

Your name

Before Important Competition:

Dear Coach (Last Name),

Competition info – give basic information about the competition and why it's important

Goals – what are your personal goals and team goals for this competition

Improvements – update them on any improvements made in practice or training.

Sincerely,

Your name

After an Important Competition:

Dear Coach (Last Name),

Competition info - give information about the competition and what the results were and explain why

Focus – explain what can you learn from this competition or where can you improve for the next competition

Show interest - show interest in the university team and mention something that you saw on their team website

Sincerely,

Your name

Update:

Dear Coach (Last Name),

Academic and sports info – share new information about your latest academic and sports achievements. Tell them about upcoming tests or your latest test results, such as from the SAT, ACT or TOEFL.

Improvements – update them on any improvements made in practice or training.

Show interest - show interest in the university team and mention something that you saw on their team website

Sincerely,

Your name

Campus Visit:

Dear Coach (Last Name),

Explain your interest - give specific reasons of why you are interested in the university and the team

Interest to visit - tell the coach that you'd like to see the university and campus personally and that you would like to plan a visit

When to visit - provide a list of dates of when you can come to visit campus and ask which dates best suit them

Thank the coach - thank the coach for his interest and help in preparing the visit

Sincerely,

Your name

Coach Interest:

Dear Coach (Last Name),

Thank coach - explain to them that it's been a pleasure learning about the coach, team and university

Show interest - explain reasons why you like the university and the team

Ask if they are interested - ask the coach if there's a place on the team, if you were to attend their university. If you play a team sport, you may ask about your chances of playing the first year.

Thank coach - thank the coach for taking the time to communicate with you over the last while

Sincerely,

Your name

Scholarships:

Dear Coach (Last Name),

Show interest - tell the coach that you're very excited about his team and the university

Scholarships – tell them that you would like to learn more about the scholarship opportunities at the university and with the team

Telephone conversation – explain to them that you would like to plan a telephone conversation with them and your parents to discuss financial aid opportunities

Plan a time – tell the coach of when the best time is to call (when you and your parents will be available) or ask for a good time to call them

Thank the coach - thank the coach for his interest in you and say that you're excited to move forward

Sincerely,

Your name

Final Choice:

Dear Coach (Last Name),

Thank coach - thank the coach for their continued interest and continued communication

Show interest - explain specifically what you like about the university, team and coach and why you believe you are a good fit

Your decision - tell the coach of your decision to attend their university, if accepted, and would be proud to be a part of their team

Thank the coach -- thank the coach again and tell them you are looking forward to being part of the team

Sincerely,

Your name