

Sample Email to College Coaches & Checklist

Dear [Coach's Name],

My name is [Your Name], I am part of the class of [Your Graduating Class] at [Your High School] in [Your Hometown and State]. I am interested in [The Name of The University] and learning more about your program.

[Include information here about the research you did into their program]

I play [List your position or best events here and the name of your team]. Some of my best accomplishments to date are [list your top two or three best times, awards or recognitions]. You can view my complete online profile here [Link to your online profile if you have one]. Here is a link to my highlight tape [link to your online highlight tape].

Please feel free to contact my coach(s) [List the email and phone number for your high school and/or club team coach]. Here is my schedule:

<u>Date</u>	<u>Location</u>	<u>Name of Event</u>	<u>My Team Name</u>
5/30/2019	Houston, TX	Texas Shootout	NB AJAX 00 Girls

[List your GPA and test scores here if you have taken them]. [Talk about what you like about the academic reputations of the school].

I will be following up this email with a phone call. I look forward to hearing back from you and learning more about your program.

Sincerely,

[Your Name]

[Email]

[Phone]

[Address]

Use This Checklist Before You Send Your Email

Have a professional sounding email address – Creating a new email account is free; there is no excuse for emailing a coach using your baller420@aol.com email address. Make it something simple with just your name and graduating class johndoe2015@gmail.com.

The title needs to make the coach want to open it – Include your name, position and graduating class in the email. Coaches appreciate being able to tell what the email is about in the title. [For more on that, go here.](#)

Do proper research – You should know things like if there are athletes from your hometown on the roster, how many upper classman at your position, the team's record and the athletic background of the athletes currently on the team.

Collect the coach's email and phone number – There are several ways to get a coaches email address. You can use our free recruiting profile or go to the athletic website and look for the staff directory. [Here is how to find a coaches contact information.](#)

Spell Check and use proper grammar – This is not the time to use “text speak”. Have someone read the email before you send it.

Follow up your email with a phone call – The phone is the best way to get a hold of a coach, you should follow up you email with a phone call.