

## Sample Introductory Letter to College Coach

One of the most common questions asked of me is how do I go about contacting a college coach? What do I say in the first letter? Here's an example of what your first letter might look like.

The following is an example of an introductory letter to a college hockey coach.

### **But first let me offer a few DO'S and DON'Ts**

Like most of life "first impressions are important" that will apply here.

The letter does not need to be typewritten ... but it must be neatly done. If your handwriting is not easily legible you should type the letter.

The player should write (or type) the letter. Mom or Dad can check it for content, neatness, clarity and spelling, but a letter written by the player shows initiative as well as offering a good life lesson.

Keep the letter brief .... this is just the first contact .... hopefully you will have plenty of time to sell yourself later. If your letter takes more than 2 to 3 minutes to read, including the sports resume, it is too long.

Do not address or start your letter "Dear Coach" To a coach this is like getting a letter addressed to "Occupant" or "Dear Resident".

Take some time to find out the coach's name. Most college athletic departments have internet websites. Under the hockey (or any other sport) pages you will be able to find the head coach's name. You can ask John or your coach at NSA for help finding the coach's name, too.

This letter should be mailed at the end of your junior year. At the beginning of your senior year, send the "Schedule Letter."

## SAMPLE INTRODUCTORY LETTER

**Date**

**Coach Daniel Wilson  
State University  
P.O. Box 3340  
Collegedale, State 11220-3340**

**Dear Coach Wilson,**

My name is **Scott Smith**. (no nicknames here) I am a high school junior, class of 2011, at National Sports Academy in Lake Placid, NY.

I have recently started my search for a college to further my education. **University Name** is high on my list of choices. I wish to continue playing hockey in college. I hope to do so for a program like **University Name** Hockey.

I have enclosed a brief sports resume, which outlines my personal, academic, and hockey information.

I understand that NCAA rules do not allow contact with a high school hockey player until July 1 after his/her junior year. I hope that you will have this information at the appropriate time.

Please send me any information regarding the **Tiger (use team nickname here)** hockey program, school admission requirements, financial aid, or any other helpful information.

I look forward to learning more about **University Name**, and the **Tiger hockey** program.

Sincerely,

**(sign the letter)**

**Your Name  
110 Evergreen Drive  
Cityview, State 16607**

Enclosed: Player Profile

Adapted from: [http://www.hsbaseballweb.com/intro\\_letter.htm](http://www.hsbaseballweb.com/intro_letter.htm)