



CAP: Example Letter/Email Template

Example Letter And E-mail

The Bold and underlined areas are places that you should include your OWN information.

Dear Coach **XXXX:**

My name is **John Doe** and I am writing to you to express my interest in attending the **University of Hawaii** and playing for your program. Currently I am a **Junior** at **Green Mountain High School** and will graduate in **2006**.

I am very interested in attending the **University of Hawaii** because it offers both the academic and soccer programs that I believe will satisfy my future plans. I plan to study **oceanography** and understand that **University of Hawaii** has an excellent program. I also fell that I can contribute to the solid soccer program that you have established. Currently I play for the **Boys U-17 Rush Team** for the Colorado Rush Soccer Club. I am also a member of the Region IV 1989 Boys Team, and have just returned from Argentina.

My club team, **Colorado Rush U-17 Team**, will be participating in the **Rush Open, June 9th through the 12th in Denver, CO**. I have enclosed our current schedule for the tournament and should you be attending, would appreciate some of your time to come and see me play. Our team colors for the tournament will be **white** and **black** and I will be wearing jersey **#1**.

Also enclosed is my current resume. Please take a moment to review it and if you have any questions please feel free to contact me.

Thank you in advance for your time and consideration.

Sincerely,

Jim Cofer

1100 Street Dr.

Lakewood, CO 80000

303 986 5200

E-mail:

Dear Coach **XXXX:**



My name is **John Doe** and I am writing to you to express my interest in attending the **University of Hawaii** and playing for your program. Currently I am a **Junior** at **Green Mountain High School** and will graduate in **2006**.

Enclosed is a highlight video from my past two (2) seasons playing club and high school. I am currently playing for the State, Region IV and Sun Bowl Champion U-17 Colorado Rush Nike Team. My coach's name is **Tim Schulz** and he can be reached at **(303) 985 5200**.

My personal highlights included **ODP State Team, ODP Regional Camp for Region IV, Puma Cup 1st Team in Tampa, FL, All State 1st Team in 2003 and 2004 as well as MVP Award for the Raleigh Shoot-Out.** I will be playing at the upcoming **Rush Open, June 9th through the 12th, in Denver, CO.** Enclosed with this letter is a current schedule of that tournament. I hope that should you be attending you might have the time to watch me play.

I am very interested in playing for your program and attending your institution. I would like to learn more about the possibilities of doing both. My e-mail address is listed below. I look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

John Doe
1100 Street Dr.
Lakewood, CO 80000
303 986 5200
E-mail:

Dear Coach **XXXX:**



My name is **John Doe** and I am writing to you to express my interest in attending the **University of Hawaii** and playing for your program. Currently I am a **Junior** at **Green Mountain High School** and will graduate in **2006**. My current club team is the **U17 Colorado Rush Nike Team**.

My team will be attending the upcoming **Rush Open, June 9th through the 12th in Denver, CO**. If you are attending I would appreciate any time that you may have to come and watch me play. I will be wearing jersey **#1** and our team colors are **white** and **black**. Attached is the current schedule of our games.

I would greatly appreciate a chance to learn more about the institution and your soccer program. My e-mail address is listed below. What would be a good time for me to call you?

Thank you in advance for your time and consideration.

Sincerely,

John Doe
1100 Street Rd
Lakewood, CO 80000
(303) 986 5200
E-mail: