

## EMAIL AND LETTER EXAMPLES

THE BOLD AND UNDERLINED AREAS ARE PLACES THAT YOU SHOULD INCLUDE YOUR OWN INFORMATION.

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Dear Coach **XXXX**:

My name is **Joe 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 **Lawton High School** and will graduate in **2011**.

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 feel that I can contribute to the solid soccer program that you have established. Currently I play for the **South Carolina United FC 99 Girls Elite** based in Columbia, SC. I am also a member of the **South Carolina State ODP Team, a pool member of the Region III 1994 team, the National Honor Society, and the Deans' List.**

My club team **South Carolina United FC 99 Girls Elite**, will be participating in the **Score At The Shore, June 9<sup>th</sup> through the 12<sup>th</sup> in Washington, DC.** 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 **blue and black** and I will be wearing jersey **#12**.

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,

**John Doe**  
**1100 Street Dr.**  
**803-555-1212**

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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 **Lawton High School** and will graduate in **2011**.

Enclosed is a highlight video from my past two (2) seasons playing club and high school. I am currently playing for the State, Region III and Disney Showcase Champions **South Carolina United FC 99 Girls Elite**. My coach's name is **Steve Highway** and he can be reached at **(803) 555-5555**.

My personal highlights included **ODP State Team, ODP Regional Camp for Region III, Viking Cup 1st Team in Columbia, SC, All State 1st Team in 2009 and 2010 as well as MVP Award for the Raleigh Shoot-Out**. I will be playing at the upcoming **Score at the Shore, June 9th through the 12th, in Washington, DC**. Enclosed with this letter is a current schedule of that tournament. I hope that should you be attending you might have the time to meet with me at the conclusion of the tournament.

I am very interested in playing for your program and attending your institution. I would like to speak with you in more detail when you have a moment. I can be reached at **(803) 555-1212**. I look forward to hearing from you soon.

Thank you for your time and consideration.

**John Doe**  
**1100 Street Dr.**  
**803-555-1212**

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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 Lawton High School and will graduate in 2011. My current club team is South Carolina United FC 99 Girls Elite.

My team will be attending the upcoming Score at the Shore, June 9<sup>th</sup> through the 12<sup>th</sup> in Washington, DC. If you are attending I would appreciate any time that you may have to come and watch me play. I will be wearing jersey #12 and our team colors are blue, white and black. Attached is the current schedule of our games. Should you have time talk after the tournament I would appreciate any time you may be able to spare.

I would greatly appreciate a chance to talk to you in more detail about the institution and your soccer program. I can be reached at (803) 555-1212 and am available any time after 4:00 pm est.

Thank you in advance for your time and consideration.

Sincerely,

John Doe  
1100 Street Rd  
Anytown, USA  
(803) 555-1212

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