

[Name]  
[Address]  
Raymond, NH 03077

Tel: [xxxxxxx]  
Mob : [xxxxxxx]  
Email : xyz@abc.com

Via Email

January [ ], 2011

[Mr.] [Mrs.] [ ]  
Head Coach  
Men's Soccer [or whatever sport]  
[College]  
[Address}

Dear Coach [ ]:

I am [ ] years old and a junior at Raymond (NH) High School.

My grade-point average during the first 2 ½ years of high school is [ ] and I am ranked in the top [ ] in my class. I have taken the SAT Reasoning Test once and my combined score was [xxxx]. I intend to take the Reasoning Test at least once more and will also take [two-three] Subject Tests.

I am a [position] and have played for [Club, if any] for [ ] years. I also have earned [xx] varsity letters in [sport played] at RHS. The attached resumé contains more detailed information on my educational and [sport played] background.

[I am interested in studying [xxxxxxx] in college.] I am very interested in [college] [which I have visited for a tour] [and admissions office presentation] *or* [which I plan to visit in the near future]. I also have studied the [college] website.

I want to continue my [sport played] career at the college level and would appreciate your informing me if I might be a candidate for your team. [In addition to this letter and the attached resumé, I have completed the questionnaire on your website.] [I am also sending to you an edited film of my playing in recent years.]

I would be happy to meet with you sometime in the near future and look forward to hearing from you.

With best regards,

[Name]

Attachment: Resume