

# **ACADEMIC/ATHLETIC RESUME AND LETTER OF INTEREST**

## **Sample – Initial Letter of Interest**

Your Name  
Your Address  
Your City, State, Zip Code  
Your Telephone Number  
Your Email Address

**January 1, 2007**

**Mr. Bob Smith Men's Soccer  
Coach University of San  
Francisco  
2130 Fulton Street  
San Francisco, CA 94117**

**Dear Coach Smith,**

**I am a junior at Southern Orange County High School and I am very interested in attending the University of San Francisco to study business administration. USF is on my short list of target colleges for entrance in 2008.**

**In addition to USF's great academics, you have an excellent soccer program and I am very interested in the possibility of playing soccer at USF. I have been playing club soccer for nine years and currently play for United Futbol Club and SOCHS's varsity team as a starting midfielder. My athletic and academic profile is attached for your review. If you have a player questionnaire or any other material you would like me to fill out, please forward at your convenience.**

**I hope you have the opportunity to observe me play and have included a copy of my high school and club game schedules for your convenience. Thank you in advance for your time and considering me as a 2008 recruit for USF.**

**Sincerely,**

**Your Name**

## Sample – Second Letter

Your Name  
Your Address  
Your City, State, Zip Code  
Your Telephone Number  
Your Email Address

**February 1, 2007**

**Mr. Bob Smith Men's Soccer  
Coach University of San  
Francisco  
2130 Fulton Street  
San Francisco, CA 94117**

**Dear Coach Smith,**

**Enclosed please find a DVD of a current game that I played in, Resume update, and letters of recommendation for your review. The University of San Francisco is one of my top choices of schools to attend. Soccer has been a very important part of my life and helped my development as an individual and a student. I look forward to the challenges that college will bring both athletically and academically.**

**After reviewing the enclosed information, if you feel I could be an asset to your soccer program, please contact me and send any pertinent information that you feel would be of value to me. I will also like to arrange a visit to your school in the near future.**

**I look forward to hearing from you in the near**

**future. Sincerely,**

**Your Name**

## Sample – Follow Up Letter

Your Name  
Your Address  
Your City, State, Zip Code  
Your Telephone Number  
Your Email Address

**April 1, 2007**

**Mr. Bob Smith Men's Soccer  
Coach University of San  
Francisco  
2130 Fulton Street  
San Francisco, CA 94117**

**Dear Coach Smith,**

**Thank you for the information you sent me. I really appreciate talking to you the other night, it was very informative and gives me a better understanding of your program. Thank you for your interest in me as a student athlete and potential recruit.**

**Enclosed is a video tape of our semi-final conference playoff game against Hicksville High School. The reason I am sending another tape is that our style of play late in the season has enabled me to better utilize my skills and speed. My play on this tape is closer to what I am capable of than what was on my first tape.**

**In addition, I was just honored as the "OC Register Player of the Week" for my performance in conference playoffs. So far, in two playoff games I have scored four goals and I have three assists.**

**I look forward to talking to you again soon.**

**Sincerely,**

**Your Name**

## Sample – Profile Update

Your Name  
Your Address  
Your City, State, Zip Code  
Your Telephone Number Your  
Email Address

Junior Year (age 17)

**Center Midfielder; 14 goals, 10 assists in 12 games so far this season; Team Captain; First Team**

**All-Conference; First Team All-CIF; Candidate for NSCAA All-American honors.\***

California ODP Team:

**Elected captain for the U-17 team but was asked to move up to the U-19 team before the regional camp. Started at right wing for the U-19 team.**

Misc. Information:

**This year I was chosen by the Junior Class of 300 students as the 2007-08 ASB President.**

**This summer, I have been asked to help run a youth soccer program for our local soccer club and teach basic soccer skills to five and six year old intramural players.**

**\* Our high school plays in the Trinity League which is one of the top soccer leagues in the state. We played the some of the best teams in the state and came in first in league and are now ranked #10 in the nation.**