



Resume & Cover Letter Templates



Full Name

Position - Class of 20..



CONTACT INFO:

Street Address
City, State Zip
555-555-
5555exampleemail@gmail.com

ATHLETICS:

Head Coach:
Awards: (Varsity Letters? All
Conference? Academic All
Conference?)

ACADEMIC:

Your High School
5555 Street Address.
City, State Zip

REFERENCES:

(List here any coaches, counselors,
or other references along with
contact information)

GPA: Class Rank: x of xxx Another one

Honors: (Honor Roll? Dean's List?
Clubs and Activities?)

RÉSUMÉ
ATTACH THIS TO
YOUR EMAILS!

This will make up the "body" of your email

Dear Coach XYZ:

I am writing to express my interest in playing (sport) for the (mascot here.) I am currently a (grade level) at (school) in (city, state). Last season as a (grade level), I was able to (some sort of stat.. "score 4 goals, hit .400, make 100 tackles," etc.) in our (# of games) regular season games. I led the varsity team as well as the entire program in (XYZ). Our team finished in the top 8 in the state tournament.

I am interested in (XYZ) University because it has both a commitment to a strong (sport) program and the academic standards and major that I am looking for.

Attached is a résumé that details my academic and athletic accomplishments. I am currently involved with ... (list details here)

I am always trying to improve my game and consider myself a fast learner and a coachable player. I know I would represent (XYZ) University in a positive way. I hope you will consider me as a future (mascot) and I look forward to hearing from you soon. Good luck next season!

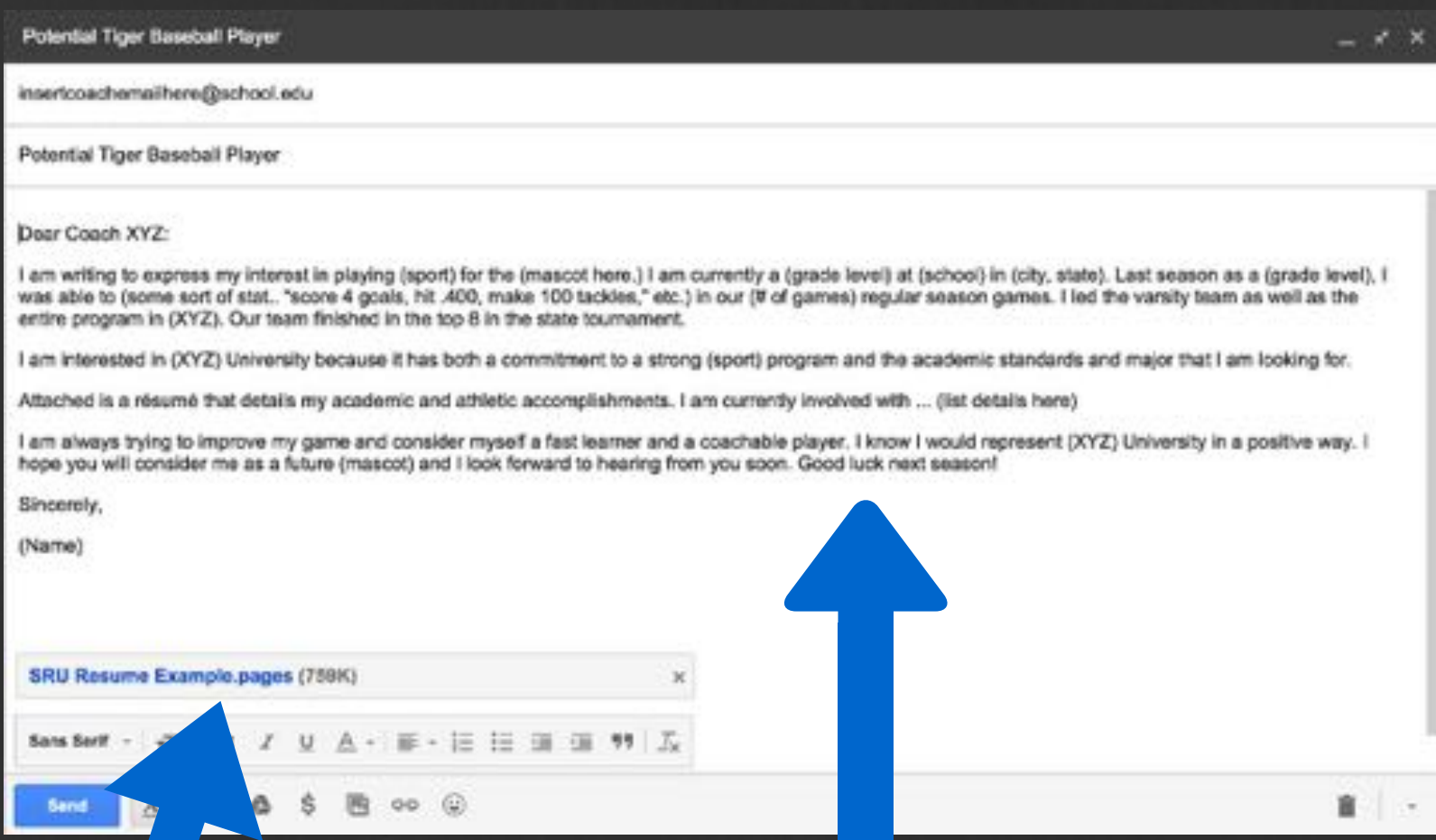
Sincerely,
(Name)

COVER LETTER

THE "BODY"

OF YOUR EMAIL

Here's What It Should Look Like...



Resume attached

Cover letter pasted here

SUBJECT LINE IDEAS:

- Interest In Playing For The Tigers
- Potential Wolverine Football Player
- Basketball Interest