

## Cover Letters and Resumes

Your resume should fit on one page, don't make margins too narrow (an inch all the way around is good), keep the font simple and 12 pt minimum (the last resume sample in the bulleted list you can get away with a smaller font to fit in the details). If you feel you don't have enough information to include in your resume add other sports you play or list community service.

The information on the resume must be factual, but this is the place where if your academics are not stellar and your soccer playing is, try to emphasize the great soccer player you are and make that jump off of the page. The academics will need to be on the resume too, but consider your strengths when you design your resume.

Make sure your cover letter is addressed to a specific person, if you don't know their gender name and title, call the school or check the school web site and find out. Retain a copy of the letter you send. Make sure your letter is accurate, grammatically correct and has no typos. Have someone else read over the letter before you send it. Print your resume and cover letter on matching white or cream paper (subtle colors) and enclose them in a matching envelope.

If you want one of your coaches to be a reference for you, please obtain permission from them, you want someone who can provide a good word about you. If your coach or reference gets a call he/she will be expecting the call and will be prepared to talk about you to the college staff. It won't be a bad idea to give your references a copy of your resume, that way they can refer to it.

Check with high school and club coaches to learn more about appropriate times to contact schools and coaches. Check colleges and universities online for information they provide.

For example at the following University of North Carolina website <http://tarheelblue.collegesports.com/genrel/prospective.html> it says, "So you are aware, NCAA rules and regulations prohibit coaches and administrative personnel from sending letters or electronic mail to high school students until after September 1 of their junior year in high school."

"While we are not permitted to write or e-mail high school students if they are not eligible per the above restriction, high school students are permitted to telephone coaches and administrators prior to the completion of their junior year in high school, but only at the high school student's expense."

## **National Collegiate Athletic Association**

Visit [www.ncaa.org](http://www.ncaa.org)

NCAA Guide for the College Bound Student Athlete

[http://www.ncaa.org/library/general/cbsa/2007-08/2007-08\\_cbsa.pdf](http://www.ncaa.org/library/general/cbsa/2007-08/2007-08_cbsa.pdf)

<http://web1.ncaa.org/memberLinks/links.jsp>

Links to colleges and college athletic departments are listed here. Use the drop-down menu to view the colleges in the various divisions.

## **More useful web sites**

Many colleges have an online Prospective Student-Athlete form, for example, this is a USF web site

[http://www.nmnathletics.com//quest/Questionnaire.dbml?QID=787&DB\\_OEM\\_ID=7700](http://www.nmnathletics.com//quest/Questionnaire.dbml?QID=787&DB_OEM_ID=7700)

-check to see when it is an appropriate time to submit this type of form. It would be a good idea to look at variety of these forms to see what colleges are looking for and incorporate that into your resume (e.g. ODP experience, AP courses, were you on a state team)

<http://www.varsityedge.com/nei/varsity.nsf/main/college+landing?opendocument>

Varsityedge provides information for parents, student-athletes, & coaches on the college recruiting process and what it takes to play at the next level. Here you will find information on athletic scholarships, recruiting, financial aid, recruiting rules, college applications, visiting schools, life as a college athlete, coaches/player interviews, NCAA rules, and much more.

[http://www.ussoccerplayers.com/exclusives/training/index.html?article\\_id=323](http://www.ussoccerplayers.com/exclusives/training/index.html?article_id=323)

Sample Letter to a College Coach and other information

[http://www.ussoccerplayers.com/exclusives/training/index.html?article\\_id=305](http://www.ussoccerplayers.com/exclusives/training/index.html?article_id=305)

Information on sending videos to coaches

[http://www.quintcareers.com/college\\_application\\_timeline.html](http://www.quintcareers.com/college_application_timeline.html)

This website gives a general calendar (non-sports related) for what a senior in high school should be doing to prepare for college on a month by month basis

## **Books**

Many books are available on the subject of playing college sports and scholarships. Check with your high school guidance counselor, coaches, public libraries and local or online bookstores to find books.

## Cover letters

A cover letter can be written as follows:

In this first paragraph mention that you have done research, mention the name of the specific college in this paragraph.

In the second paragraph mention that you have enclosed your resume that details your academic standing and soccer experience. Mention your GPA and mention what you would like to study in college if you know. Write about your H.S. soccer career, titles, awards, etc.

Mention how well you would fit into their program and mention the team name in your 3<sup>rd</sup> paragraph.

In the 4<sup>th</sup> paragraph mention financial aid if you need to pursue that and mention if you think you might qualify for a scholarship.

In the final paragraph thank the coach for his/her consideration, ask for information on their program and for suggestions on how to prepare to attend their school (mention the school name) and mention when you would be starting there.

(<http://thesportsource.com/webpages/collegeplanninglinks/samplecoverletter.htm>)

**See the cover letter example below, the letter should fit on one page. Make adaptations to fit your situation and use your own words.**

Daniel(le) Murphy  
5522 Soccer Lane  
Bradenton, FL 34202  
(941)727-1234 (*it is better to provide your home phone rather than a cell number so you will not be in an awkward spot to take a call. Regardless of which number you choose to provide, make sure the voice mail and answering machine messages are appropriate.*)  
Email address (*check for appropriateness*)

November 4, 2007

Ima Coach  
Men's (Women's) Soccer Coach  
UNC Athletic Department  
P.O. Box 2126  
Chapel Hill, NC 27514

Dear Mr. (Ms.) Coach:

After researching colleges that would challenge me academically and athletically, The University of North Carolina has an excellent reputation and the types of programs I wish to pursue after high school.

Enclosed please find my resume, detailing my academic standing and soccer experience. I am currently a junior with a GPA of 4.0 on a 4.0 scale. My high school class work has emphasized the sciences, since I am interested in pre-medical studies. I have been on the varsity soccer team since my freshman year, during that time our team won the state championship twice. In one season I was the highest scorer on the team. I also play on a Braden River Rage club team, we are the Hurricane Wilma Benefit tournament champions and are ranked 5<sup>th</sup> in the state. I am a member of the high school cross country team.

Your soccer program is of interest to me. I believe my skills and abilities would fit well into your program and allow me to be a vital member of the Tar Heels team, while developing my soccer skills under your style of play.

Any information you can provide on financial aid would be appreciated, I believe my academic standing will qualify me for scholarship assistance.

Thank you for considering me as a future member of the Tar Heels team. Please send me information on your program, and suggestions for how I can best prepare to attend the University of North Carolina in the fall of 2006.

Sincerely,

Daniel(le) Murphy

**Resume Sample 1**

Name  
Street  
City, State, Zip  
Phone  
Email

Date of Birth  
Height  
Weight

**ACADEMICS**

High School:      Name  
                         Street  
                         City, State, Zip  
                         Phone

Graduation Date:    Class of

GPA/Class:    \_\_\_ GPA (4.0)  
Rank:           Top \_\_\_% of class  
                         Honors Program-(subject)

SAT/ACT scores:    list them here

**ATHLETICS**

High School                      Team Name  
Soccer                              Varsity Team, give years  
    Championships, etc.  
    Position:

Soccer Club:                      Team Name  
    Coach:  
    Championships, etc.

**REFERENCES**

Coaches:                      Name  
    Title  
    Address  
    City, State zip  
    Phone

    Name  
    Title  
    Address  
    City, State zip  
    Phone

## **Resume Sample 2**

Name	DOB
Address	Age
City, State Zip	Height
Phone	Weight
Email	

### **Academic Data**

HS  
City, State Zip  
Graduation Date:  
Current GPA  
SAT:

### **High School Soccer**

Position(s):  
Varsity: list years  
List state tournaments or championships  
Coach: name phone

### **Club Soccer**

Position(s):  
Division \_\_\_\_ Club Team: Name and Age Group  
Years on Team  
Coach: Name Telephone

### **Club Achievements**

List all tournaments and how your team placed, start with most current and go back in time

### **Camps**

List camps attended

**Video available upon request**

### Resume Sample 3

**Name**  
**Address**  
**City State Zip**  
**Phone**

**Email**  
**DOB**  
**Height**  
**Weight**

**insert a photo here with  
position name below it.**

- **In a bulleted list**
- **List soccer state cups, region champions etc.**

#### Academic & Extracurricular

**Graduates:**            **Class of**  
Class size: \_\_\_\_  
SAT score:  
Class Rank  
Interests:

**Awards & Achievements**  
Soccer and academic

**Activities & Interests**  
List clubs, other sports

#### High School Soccer

Position:  
Freshman: Starter on JV Team, coach  
Soph:            etc.  
Junior:  
**Achievements:**  
List HS soccer achievements

#### Club Soccer, Tournaments & Camps

**History**  
list your club team history here  
Club name and U-?  
years on that team  
Coach

**Achievements & Activities**  
-2004 University of Florida camp  
-2003 Spring Tourney champs  
-etc.

#### Contacts & References

**School:**  
Address:  
Telephone:

**References:**  
names titles and phones of coaches