



Sample Introduction Email

* Make sure you add the Recipients to the message AFTER the message has been checked for grammar and other errors to avoid sending bad/incomplete messages.

** Double check to make sure all Names are correct in the Body of the Email and make sure you have the correct Recipients to send.

When using Online Platform make sure the entire coaching staff is included and cc your Head Coach.

To: Head Coach and Assistant Coaches

CC: All College Assistant Coaches and All Current Club Staff Coaches

** We always recommend sending your emails to All Coaches (Including Head Coach and all College Assistant Coaches)*

*** Also, include (cc) your current Club Head Coach and any other Club Staff Coaches that will help you with this process and be able to communicate on your behalf with any of the College Coaches.*

Bcc: Blind Copy yourself along with your parents so you have a record of your email.

Subject Lines: Name, Team, Age Group, Graduating Class and Subject of Email.

* Subject lines are always very important because this will hopefully catch their attention and remind them of who you are.

** Be unique but don't be overly creative with too much information. Always have your name so they know how to find you and remember you.

Subject Line Examples:

Sarah Smith 2028 – CLUB NAME – University Name (**INTRO**)

University Name - Sarah Smith 2028 – CLUB NAME (**INTRO**)

Showcase Name – Sarah Smith 2028 – CLUB NAME Schedule (**INTRO**)

2028 GK (or position if desired) - Sarah Smith 2020 CLUB NAME Schedule

2028 Impact Player - Sarah Smith - CLUB NAME Schedule



Body of Email:

Hello Coach _____

My name is Full Name "Nickname" # 10 and I am Position from Southern California and I play for the CLUB NAME Age Group. I have done some initial research and I am very interested in your School and Program, both Academically and Athletically. I have identified All World University as one of my Top Universities.

I noticed you will be attending the tournament this month and I would like to invite you to come watch me play.

Saturday 9:00 am vs Club Team Name, Field 15

Saturday 2:00 pm vs Club Team Name, Field 18

Sunday 10:30 am vs Club Team Name, Field 20

[Here is our Schedule: URL Link](#)

[Here is my Player Profile: URL Link](#)

[Here is a YouTube video link of me from one of our most recent Showcases. URL Link](#)

[Here is my Showcase Schedule and Upcoming Events URL Link](#)

For Freshmen and Sophomores only: I am also aware of the fact that you cannot contact me because of NCAA Rules, but feel free to contact my coach if you need more information.

Juniors and Seniors: College Coaches can communicate directly to Juniors and Seniors, but they also like to contact the Head Coach to get more insight on the player. I have included my Head Coach and College Placement Director on this email in case you would like to reach out to them for more insight on me as a player and person.

Thank you for your time and I look forward to meeting you.

Player's Name

Signature (Second Mini-Profile) Include Profile Picture if possible.

FULL NAME

(Picture if possible)

Class of 2028

GPA

High School Name

Club Team Name

#10

Center Midfielder/Forward



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