

Examples of Correspondence

Example of Email to Coaches on September 1st of Your Junior Year

Dear Coach White,

Thank you for your interest in me as a potential candidate for your volleyball team. I have been playing volleyball for ? years and have developed a passion for the game. I am very excited about my future opportunities. It is my goal to continue playing competitive volleyball at the collegiate level.

We just started the season. It is hard for me to go back to high school ball after club because the level is much different. However, I get excited for the chance to represent my school and play with my high school teammates. Because of my experience with club, I feel I am looked at as a leader and welcome the role. We have our first match next week against North, which is always a big rivalry. I will be sure to update you after the match.

Also, with the start of school we have a homecoming dance coming up. I am not sure whom I will go with just yet. If not a date, then with my friends. I do know that I am looking forward to going dress shopping and I have my eyes on something red, which is my favorite color.

Best of luck this weekend against Northeastern. I saw on your website that Lisa Green has been playing very well. I hope she is able to continue her impressive performance this weekend. I look forward to an update.

Take care,
Shelly Pink

Example of an Email When You are Busy, but Want to Keep the Interest Level High

Dear Coach White,

I have been very busy with school, volleyball, and student council; however, I wanted to drop you a quick email to let you know that I remain very interested in your program. When things slow down I look forward to having more time for correspondence.

Best of luck this weekend. Please update me on the team when you get a chance.

Sincerely,

Shelly Pink

Example of a Rejection Email

Dear Coach White,

Thank you for your interest in me as a potential candidate for your volleyball program. At this time I have narrowed my choices and am focusing my efforts toward other opportunities. If anything changes I will contact you.

Best of luck this season,

Sincerely,

Shelly Pink

