

Webinar #7 Worksheet

Creating a Letter of Introduction to Send on to College Golf Coaches

Paragraph 1 – The first paragraph acts as an introduction and should always be school specific. *TIP!:* When sending out your letter cut/paste this paragraph into the body of the email.

- *Point 1:* _____
- *Point 2:* _____
- *Point 3:* _____

Paragraph 2 – The second paragraph discusses the strengths of your golf game and provides excellent examples to support your statements.

- *Point 1:* _____
- *Point 2:* _____
- *Point 3:* _____

Paragraph 3 – The third paragraph discusses your competitive record in tournaments and your upcoming tournament schedule or planned tournament schedule for next season.

- *Point 1:* _____
- *Point 2:* _____
- *Point 3:* _____

Paragraph 4 – The fourth paragraph discusses your academic goals (why this particular institution fits you educationally) and your athletic goals (why this particular golf program is consistent with your athletic abilities). It also discusses what you aim to improve in the coming six months or year or golf season.

- *Point 1:* _____
- *Point 2:* _____
- *Point 3:* _____

Paragraph 5 – The last paragraph ensures you offer to follow-up within a set time-frame.

- I will follow up with an email to you in the near future to ask more specific questions about your program. Perhaps we can schedule a phone call appointment as well. I look forward to talking with you at that point.