

## TABLE 5-1

## THAT IMPORTANT FIRST IMPRESSION: YOUR LETTER OF INTRODUCTION

Mary Wheaton is a junior in high school who plans to write 20 college coaches to get more information about their teams. Here is what her letter of introduction might look like.

<p>Mr. Pat Stevens Head Softball Coach Athletic Department Central University Jacksonville, FL 32000</p> <p>Dear Coach Stevens:</p> <p>My name is Mary Wheaton and I am in my junior year at Southpark Prep High School in Ontario, CA. I am very interested in playing softball in college and would like to know more about your team at Central University. I'm the starting shortstop for the Southpark Cougars, and I have played both shortstop and second base for the Southern California Rangers Gold over the past two years.</p> <p>I'm attaching a resume that describes my academic and athletic experience as well as mentioning some of my personal interests and goals. I'm taking college prep classes, and I am in the process of registering with the NCAA Eligibility Center. My core GPA is 3.5, and my cumulative GPA is 3.7. My best SAT score so far is a 500 on Math, a 510 on Critical Reading and a 520 on Writing. (OR substitute something like this: I am scheduled to take the SAT in May, and again in October, of this year). I'm interested in studying either biology or computer science, and I would appreciate any information you could send me on those majors at Central University.</p> <p>My family will probably need some help with the cost of my college education, so I'm looking into academic, athletic, need-based and other types of financial aid. Any information your financial aid office could send me would be greatly appreciated!</p> <p>I'm shooting my skills tape this month, and I will forward a copy to you as soon as it's finished. In the meantime, if you have any questions, please feel free to contact me. I hope to hear more about Central University softball in the near future!</p> <p>Sincerely, Mary Wheaton</p>	<p>67 Hope Lane San Dimas, CA 91772 maryw14@coolmail.com [be sure to include the date]</p>
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**NOTES:** If you have not yet received your SAT or ACT score, tell the coach when you took the test and when you expect the results. If your academic information is already on file at the NCAA Eligibility Center, mention this in your letter. If your video is done and you're sending a copy, simply say you're including your tape in your packet.