

Dear Coach: ← THIS DOESN'T WORK!

TO: Cross Country Coach, Lakewood College ← THIS DOESN'T WORK

Dan Johnson
Cross Country Coach
Lakewood College ← THIS WORKS!
12345 Ranger Dr.
Lakewood, OH 44107

Dear Coach Johnson: ← THIS WORKS!

My kid is the greatest thing since sliced bread... ← THIS DOESN'T WORK!
(You are the one going to college, not your parents!)

I am a junior at Anywhere High School... ← THIS WORKS!

You can introduce yourself, talk about your athletic background and accomplishments, your future goals and how that school fits into those goals. You don't have to re-state every fact that's already on your resume. Talk about your academic goals and possible majors or areas of study that are of interest to you.

Proofreading and re-writes ← WORKS!
Typos: ← DON'T WERK! (get it?)

Padding your resume? ← DOESN'T WORK!
Embellishing the facts? ← DITTO

Enclosed please find my resume, letters of recommendation and schedule of the upcoming season. Feel free to contact me if you need further information. Game video is available upon request.

Sincerely, ← WORKS!
Ciao! ← NOT!
Peace Out... ← NO WAY!

YOUR SIGNATURE ← LEGIBLE WORKS

Joe or Janie High School
Address
Phone
e-mail

Now, get out there and write those letters.
Keep copies, make notes, keep a journal, have a filing system...
BE ORGANIZED!