**College Coach Outreach Email – Template and Sample**

National League P.R.O. - Florida 2024

*The following information is to be used a resource for players looking to reach out to college coaches ahead of their national event.*

* Make sure to personalize the email by adding your own information anywhere you see **[BRACKETS]** in the email template.
* Ensure that this is specifically addressed to a particular coach and school. Coaches are more likely to delete an email if they see it is generic and not personalized for them.
* This email template is intended to be used once the event (GotSport) schedule is live.
* Before sending, spell check and re-read your full message.
* Reference the sample email on the second page of this document for an example.

**EMAIL TEMPLATE**

**Email Subject Line**: [(GRAD YEAR) (POSITION), (CLUB TEAM NAME), NL P.R.O. schedule included]

Coach [LAST NAME],

[INTRODUCTION - Introduce yourself by giving your name, age/graduation year, hometown, brief athletic details and brief academic details. **Be sure to note why you are interested in this particular school/program.**]

My club team — [AGE GROUP] [TEAM NAME] — will be competing at National League P.R.O., with games taking place at the [Tournament SportsPlex of Tampa Bay](https://goo.gl/maps/GEV9QitVpvh58dyj6) in Tampa, Fla. Details for our first game schedule are below, and our result of that game will impact the time/location of our next games.

[GAME 1 DETAIL GOES HERE (Example below)

Jan. 1 @ 10am – Field 5, vs. Real Madrid]

I will be wearing #[JERSEY NUMBER] and playing [POSITION(S)]. Our team uniform colors are [COLORS]. The online schedule will update after each day of play, and those changes will automatically populate in the NCSA [Coach Packet 3 app](https://www.getcoachpacket.com/).

If you are attending National League P.R.O. in Florida, it would be great if you take the opportunity to watch me and my team in action. We will be competing in meaningful games against high-level teams and players for a chance to qualify for the USYS National Championships. You can see me in person in Florida and continue to track my performance and top moments on my NCSA profile, which you can access using their [Coach Packet 3 app](https://www.getcoachpacket.com/). You can visit this page for more info: <https://www.usysnationalleague.com/college-coaches-scouts/>

Please feel free to contact my club coach:

[List the name, email and phone number for your club team coach]

I look forward to connecting in the future and learning more about your program.

Thank you!

[YOUR NAME]

Class of [YEAR] | [POSITION]

[YOUR EMAIL]

**EXAMPLE EMAIL**

**Email Subject Line**: 2025 GK, United FC, NL P.R.O. schedule included

Coach Smith,

My name is Jane Doe, and I am a 5-foot-9 goalkeeper from Philadelphia, Pa., in the Class of 2025. I recorded 11 shutouts in 25 games last season with a save percentage of 82.5%, and I excel at being vocal and communicating with my teams during games. I am currently in the top 10% of my class with a 3.9 GPA.

I have been following the Sample University women’s soccer program for the last few seasons and have been impressed with the steady improvement year after year. I am also very interested in Sample’s computer science program, which is one of the best in the country and aligns with my desire to major in the field.

My club team — 17U United FC Elite 64 07G — will be competing at National League P.R.O., with games taking place at the [Tournament SportsPlex of Tampa Bay](https://goo.gl/maps/GEV9QitVpvh58dyj6) in Tampa, Fla. Details for our first game schedule are below, and our result of that game will impact the time/location of our next games.

Feb. 24 @ 10am – Field 5, vs. Real Madrid

I will be wearing #1 and playing goalkeeper in those games. Our team uniform colors are red/white and my goalkeeper jersey is green. The online schedule will update after each day of play, and those changes will automatically populate in the NCSA [Coach Packet 3 app](https://www.getcoachpacket.com/).

If you are attending National League P.R.O. in Florida, it would be great if you take the opportunity to watch me and my team in action. We will be competing in meaningful games against high-level teams and players for a chance to qualify for the USYS National Championships. You can see me in person in Florida and continue to track my performance and top moments on my NCSA profile, which you can access using their [Coach Packet 3 app](https://www.getcoachpacket.com/). You can visit this page for more info: <https://www.usysnationalleague.com/college-coaches-scouts/>

Please feel free to contact my club coach:

Jim James, [jjames@email.com](mailto:jjames@email.com), 123-456-7890

I look forward to connecting in the future and learning more about your program.

Thank you!

Jane Doe

Class of 2025 | Goalkeeper

[jdoe@email.com](mailto:jdoe@email.com)