

Sample Letter of Introduction

February 10, 2010

Coach Bobby Jones
Department of Intercollegiate Athletics
Augusta University
City, State, Zip

Dear Coach Jones,

I am very interested in attending Augusta University as a student and prospective golfer. I will be graduating from Murfreesboro High School in Dallas, KY. I have earned a 4.0 Grade Point Average and am currently in the top 10 % of my class. I am looking for a school with a strong academic program and a highly competitive golf team.

I played on the Murfreesboro HS golf team for six years and had 3 top-ten finishes in the Kentucky High School State Tournament. I plan on playing a competitive schedule of events this summer and trying to qualify for the USGA Junior Amateur. I will e-mail you my spring and summer schedule as soon as it is complete.

I am particularly interested in the strong business program at AU and am considering a degree in accounting. I have reviewed your website and would appreciate any further information you could send me on Augusta University and the availability of athletic scholarships for the fall of 2011. If you feel I can be an addition to your program, I would like to come for a visit. Thank you for your time and consideration. I look forward to hearing from you in the near future.

Sincerely,

Ima Golfer

Resume enclosed

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February 10, 2010

Coach Dean Smith
Department of Intercollegiate Athletics
North Carolina College
City, State, Zip

Dear Coach Smith,

My name is Bobby Jones, and I am currently a junior at Augusta High School. I have a 4.0 grade point average while taking an honors curriculum. My ACT score is 30 and I am scheduled to take it again in March. I am looking for a school with a strong engineering department, and I understand that North Carolina College is one of the best.

My scoring average in state and regional competition from approximately 6700 yards is 74.3. I am hitting the ball farther this year and have been working hard on my short game. I know my senior year will be even better. My discipline and desire to do well in the classroom carries over to my golf game, and I am looking forward to the challenge of college golf.

I have also played basketball in high school and participated in other extra-curricular activities. Currently I am working out with a TPI Certified Trainer twice a week. Enclosed you will find a resume of my accomplishments in golf as well as my other activities.

I have reviewed your website and would appreciate any additional information you could send regarding North Carolina College and your golf program, as well as the availability of athletic scholarships for the fall of 2011. Thank you very much for your time and consideration. I look forward to hearing from you in the near future.

Sincerely,

James Doe

Resume Enclosed

