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How to Write an Introduction

A resume introduction is one of the most important aspects of having a great resume because it is the first thing a coach will see when he opens your email. Taking the extra time to write a good cover letter can be the difference between a coach responding to your email and ignoring it.

The first step you should take is to personally address the resume to the coach receiving it.

Coaches prefer personalized emails as opposed to a generic one. If you send a generic resume it is tough for a coach to determine your level of interest in their university- which makes them less likely to respond. Starting your resume off with: Dear (Coach's Last Name) will go a long way.



The second step is to lead off with your best accomplishments first. If academics are your strong suit- lead off with your academic achievements. Highlight things like your grade point average (GPA), standardized test scores (SAT or ACT), honors/AP classes, favorite subjects, and any potential majors you are interested in. Many athletes think just because they are good at a sport that a coach does not care about their academic profile. The NCAA is increasing its academic standards and team academic performance is now more important than ever. Coaches are looking for athletes that will help raise their team's overall academic profile. If you fall under this category, coaches want to know it!

If athletics are your strong suit then start off describing your athletic profile. Talk about your history and experience as an athlete. You should highlight your athletic achievements on your high school team and club team. College coaches love to see athletes play on club or AAU teams because generally the level of competition is much higher. This is a good place to mention any awards you have received. Coaches will also want to know your height and weight, and what position you play, or what your personal best times are if you play in individual sport such as track or swimming. Doing some research on a school's athletic graduating class and past season and discussing it in your introduction is a good way to personalize your introduction.

Understanding the athletic needs and the academic profiles of specific institutions is the best way to market your skill set to a coach. If you have a specific major such as engineering or pre-med, you should do some research to make sure the school has that academic program. If not, you are just wasting that coach's time. Likewise, do some research about an athletic team's graduating class and incoming recruits. If you are a lacrosse goalie and you see a program that has just recently signed several goalies, it's likely that a coach will not be able to offer you a scholarship.

Finally, the introduction to your resume is a great place for you to put a link to your highlight video. You should upload your highlight film to a video-hosting site like YouTube. Putting the link in-between the academic and athletic paragraphs is one of the best ways to get a coach to see your video. Just say- "Link to online video: (place video link here)."

What Academic Information Should You Include in Your Resume?

Knowing what academic information you want to include on your resume is a big part of creating a resume that coaches like to read. Many athletes believe just because they are good at their sport their academic profile does not matter. This is not true. The NCAA is more focused than ever on increasing academic requirements and raising graduation rates, which translates into coaches being more focused on the academic profile of an athlete.

In the How to Write an Introduction article, we discussed the need to talk about your academic achievements in the introduction of your resume. Coaches are not only interested in what you can do for them athletically; they want to know what kind of student you are. Having good grades and hitting the books hard shows a coach that you are a hard worker. Most athletes love to play their sport, fewer enjoy studying. It's one thing to put in the extra hours in the gym; it's another to do it in the library. Putting in the time to study will not only help you with admissions- it will show coaches you are mature enough to handle the rigorous academic and athletic workload that comes with being a collegiate-student athlete.

On your resume you will want to include a section under your cover letter with academic-specific information. You will need: your high school name and phone number, cumulative GPA, desired major (if you have one) and SAT and/or ACT score. If you have already started the NCAA Eligibility Center registration process this is a good place for you to put your Eligibility Center number. It's also a good idea to list any honors or AP classes you have taken. For formatting help go to the How to Format Your Resume section.

By clearly summarizing your academic information in your resume, it allows coaches to easily figure out if you are a good academic fit for their program. There is a lot more that goes into the decision, but by clearly stating this information in your initial contact with coaches they can begin evaluating your academic profile.

Get the Grades to



Get Recruited

What Contact Information Should I Put on my Resume?

If you email your resume to a coach they will already have your email address, but there is other contact information to consider giving them. While most coaches will be more than happy to communicate with you via email, others prefer different methods of communication.

Below your introductory cover letter you will need to insert a section with your personal contact information. You should include your home address so coaches can send you packets of information about their program and other correspondence. Also include your home phone number and a secondary phone number, like your cell phone if you have one. This is a good



place to put your parents' or guardians' names since coaches may call your home; however, coaches will mainly want to talk to you, not your parents. It's also a good place to put down your date of birth. For formatting ideas go to the How to Format a Resume section.

You will want to include your high school and/or club coach's contact information such as phone number and email address. Many times college coaches will want to speak with your current coaches; sometimes even before they respond to you. You should make it as easy as possible for them to get in contact with your coach. Some high school and club coaches prefer email, some prefer phone. Make sure that you discuss the best

contact options with your coach before sending your resume. It's important to notify your coaches that college coaches may be interested in speaking with them about you.

If a coach needs to verify any of your academic information you should make it as easy as possible for him. The key to a good resume is to make all your important information as accessible as possible. Include your school's contact information in your resume. Things you want to include are the name of your high school and its main address. Coaches could be interested in verifying your academic information. You can also include your guidance counselor's name, phone number and email address on your resume.

Football Specific Resume Information

Football coaches are among the hardest coaches to get in contact with in the United States because of the sport's popularity. Putting together all of your pertinent information, coupled with being persistent and proactive, will help you find the best collegiate playing opportunity. For ideas on how to format information in your resume, see the How to Format Your Resume section.

Want to get the attention of a college football coach? Include a link to your highlight video in your resume (which you should upload to a video hosting site, such as YouTube). Coaches want to see what you can do, not just hear about it. Having a great highlight video is often the first step in getting recruited.

Strength and speed rule in football. A great resume will show coaches your speed, agility, strength and quickness. Include your 40 time, broad jump distance, 5-10-5 shuttle time, vertical jump height, bench max, squat max, and your max bench reps (at 185lbs), in your resume. These items are all things that coaches want to know about you to evaluate your candidacy as a scholarship, or even walk-on athlete. As you build a relationship with coaches, any improvements in these numbers are a worthy reason to email a coach to update him on your progress.



Tell coaches where you will be this summer. Let them know your upcoming camp schedule. Football coaches want to see athletes compete live, and they don't have the time to go to every recruit's games. Holding camps allows coaches to have the athletes come compete in front of them.

If you are serious about wanting to attend camps, you need to proactively reach out to coaches to introduce yourself before going. Take time to sit down and evaluate your prospects of attending the schools at the top of your list. Camp season does not last forever, so you want to go to camps at schools that are the best fit for you academically and athletically. Coaches only scout athletes at camps that they know already- they usually do not discover new athletes.

Your resume should include the schedule for your upcoming season. Coaches may want to come to one or more of your games. Make it as easy as possible for them to do so. Give them your schedule, including location of home and away games, and times of your games. Make sure to email a coach if you know of any scheduling changes after a coach already has your schedule.

Putting your position specific statistics on your resume gives coaches an idea of how well you compete at your current level of competition. Create a chart displaying all pertinent stats for your position. Along with video, position-specific stats will really depict how well you compete at the high school level.

Basketball Specific Resume Information

Like football, basketball is an extremely popular sport in the United States, making coaches hard to reach and scholarship offers harder to find than in other sports. Get an edge by proactively sending your resume out to coaches early in your high school career.

Lead-off your basketball resume with an introduction about your history and skills as a basketball player. You will also want to talk about your academic accomplishments. This is where you should sell yourself as a great fit for the program. Tell them why you deserve to be a scholarship athlete. Include your academic information as well; coaches look for complete student-athletes, not just athletes who will play a sport for them.



Physical and measurable statistics are one of the most important aspects of building a superior resume. Coaches are looking for big, athletic players. Highlight your ability by displaying your vertical jump, broad jump, 5-10-5 shuttle, and max bench and squat. Don't forget to include your height and weight. If you have exceptional height (6'6" and above) you should include that in your email subject line. For more information on what to include in your email subject line see the How to Write a Great Email Subject section.

Other stats to include are points per game, field-goal percentage, free-throw percentage, three-point field-goal percentage, rebounds per game, assists per game, steals per game, and blocks per game. It isn't necessary to include all of the stats mentioned above, just pick which ones are applicable to your position or style of play.

In basketball, evaluation periods allow coaches to scout multiple athletes at the same time via AAU tournaments and showcase events. Just like camps that schools hold, coaches scout athletes they are already familiar with- so get your resume out there as soon as possible! Tell coaches what showcases you will be playing in; let them know what AAU teams you play for and what your schedule is and the location of the event. Make it as easy as possible for them to evaluate you in person.

Video is the best way to entice coaches to come evaluate you in person. Making a great video involves more than just putting your scoring plays on the video. Show some defense! Put some good shots of you boxing out and rebounding or some great assists to teammates. There is more to basketball than just scoring. Anyone can put together 20-25 clips of them making baskets. The best videos are a compilation of offensive and defensive plays.

Baseball Specific Resume Information

Baseball coaches are continually seeking athletes that are a good fit for their teams. Contrary to popular belief, athletes are not usually found via scouts- athletes are found because they took the initiative to reach out to coaches themselves. If you are serious about getting recruited to play baseball at the collegiate level, you must create a resume that complete depicts the information they are looking for.

If you are already scheduled to attend camps in the future, give them your camp schedule. Baseball scouts frequently share information with each other. If they can't get to a camp you are going to, they may be able to send someone, or talk to a colleague who will be in attendance. Coaches don't discover baseball players at camps or combines- they evaluate ones they already know about. Get them interested in you by putting your schedule on your resume and discussing it with coaches.

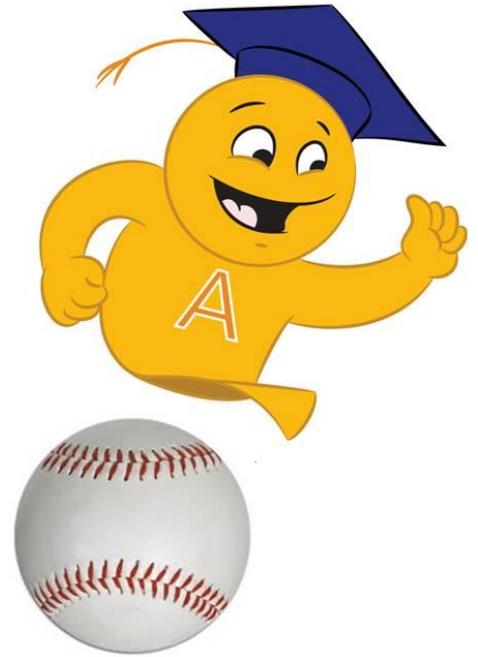
This also goes for your travel or high school schedule. Let coaches know where you will be playing games. They may want to come see your games or talk to coaches they know who may be going- just like camps. Baseball coaches want to see you play live. Travel teams give them a great opportunity to do so. Make sure to include your schedule.

Baseball is a game of numbers. Statistics play a huge part in developing your resume. Include measurable statistics like home to first-base, second-base to home, and 60 yard dash times, broad jump distance, and max bench-press and squat weights.

Include your position statistics as well. Pitching resumes should contain ERA, innings, record, WHIP, strikeouts, opponents' batting average, and saves (if you are a closer). The most important stats for hitters to display are batting average, on-base percentage, slugging percentage, hits, doubles, triples, home runs, RBIs, runs, and stolen bases. Organize your stats in a table to make it visually appealing to a coach.

You should discuss your playing history in the introductory cover letter. Take some time to describe your experiences with baseball, and why you are a scholarship prospect. The cover letter allows you to set yourself apart from other athletes and be distinguished as a scholarship athlete.

Placing a link to your online video on your resume will really differentiate your resume from others. Pitches need to make sure the ball is visible from start to finish of each pitch so coaches can judge location, movement and speed. Include different camera angles to enhance the video. If you have access to a radar gun you should use it so coaches can see exactly how hard you throw. Position players' videos should be comprised of your best fielding, hitting, and throwing highlights.



Soccer Specific Resume Information

Soccer coaches are more likely than coaches in other sports to offer scholarships while an athlete is an underclassman, making it imperative for athletes to start reaching out to coaches at a younger age. Building a great soccer resume will help you introduce yourself to college coaches and help you get a leg up on the competition.

Soccer coaches want to see players perform live- even more so than many other sports. Make sure your coach or your parents are taking film of your games. Put together a highlight film from your best soccer plays. Upload it to a video hosting site such as YouTube and put the link in your profile. Including a link in your resume can help you get the exposure you need to be recruited. Be prepared to show coaches your full game film after they have viewed your highlight film.

It is important to accurately show your physical statistics. Tell coaches your height and weight. List your 40 yard dash times, both with and without the ball. Coaches may also want to know your one-mile time, vertical jump, and broad jump.

Depending on which position you play, you should include relevant statistics. Offensive players should include games and minutes played, goals, goals per game, assists, shots, and total points. Goalies can show stats for games started, record, goals against, goals against average, shots on goal, saves, save percentage, and shutouts.



Soccer coaches want to see athletes play in person; sharing your resume, video and stats with coaches are all steps to get to that point. Make sure to explicitly show your camp schedule on your resume if you are planning on attending future camps. Making contact with coaches before you attend camps is crucial, because coaches scout athletes they are already familiar with at camps. Coaches usually do not discover new talent at soccer camps. You can also include your upcoming season schedule with the time, date and location of each event.

Highlight your strengths and skills in the cover letter or introduction to your resume. The introduction is your initial chance to sell yourself to a coach and explain why you would be a good fit for his or her program. Tell them about your playing history and experience, and also about future events. Market yourself in a way that encourages coaches to want to evaluate you as a student-athlete.

Volleyball Specific Resume Information

College volleyball coaches typically do not have large recruiting budgets; therefore athletes looking for a volleyball scholarship must proactively reach out to coaches. Volleyball is also a sport, like soccer, that tends to recruit earlier than other sports. There are steps you can take to make your resume one that coaches want to read, and help get your recruiting started early.

Make sure you are filming all of your games. Take your best defensive, offensive, or any other all-around good plays you are involved in, and create a highlight film. Upload the film to a website that hosts user videos, such as YouTube. Put the link to your volleyball highlight video in your resume to make it as easy as possible for coaches to view your video. Keep your full-game film on file, because coaches will want to see your entire games if they like your highlight film.

Get on the right club team. It is extremely important to do some research on local volleyball travel and club teams, because college volleyball coaches recruit heavily based on what club and travel teams athletes play for. Google club teams in your area and find out which teams produce the most college athletes. Find out how you can get on these teams.

Find a way to play in the big tournaments. For female volleyball players, the Las Vegas Volleyball Classic in mid-February has given the women who play in that tournament an excellent opportunity to play in front of the top coaches in college volleyball. You should search for events like this that offer fantastic opportunities to play in front of college coaches. Make sure to send your resume to coaches and make contact with them before attending events like this, because coaches will only notice you at tournaments if they are already looking for you.

High school competition is very important also. Give coaches some insight not just to your club team playing experience, but also high school.

Use statistics to paint a more vivid profile. Coaches are experienced enough recruiters to judge what level of competition you are competing in (either through video or their knowledge of leagues and conferences). Including statistics in your resume allows coaches to judge how well you compete on a given team or league. College coaches want to see your games played, kills, kills per game, total attacks, blocks, blocks per game, solo blocks, assists, assists per game, receiving percentage, digs, and aces.



Softball Specific Resume Information

You must be active and contact coaches if you want to find a scholarship to compete at the NCAA or NAIA level as a softball player. Softball programs have small recruiting budgets, meaning coaches cannot afford to constantly seek out athletes. Building a great resume is the first step in getting looked at by college softball coaches.

Be sure to keep accurate statistics throughout your high school career. Softball coaches will want to know your batting average, on-base percentage, slugging percentage, hits, doubles, triples, home runs, RBIs, runs, and stolen bases. Softball pitchers should include ERA, innings, record, WHIP, strikeouts, and opponents' batting average.

Start researching softball programs to assess specific needs. Look at graduating classes and incoming recruiting classes. If you are a shortstop, look for schools that are graduating middle infielders and have yet to replace them with their current recruiting classes. If you contact schools that have multiple underclassmen or signees that play your position, it is less likely you will be offered a scholarship from them. Find the schools that are loaded with seniors at your position and have yet to sign recruits to replace them.

Personalize each resume you send by using the information you gathered while researching college programs. Highlight the skills you know will directly contribute to a particular coach's team. For example, if a coach just lost a significant amount of home run and RBI production, make sure in your introduction to highlight your home run and RBI totals, as well as your slugging percentage.

Softball coaches want to know what travel and club teams you are playing for outside of your high school team. Describe your highlights and achievements from your travel career. If you are playing in any upcoming softball tournaments, be sure to let coaches know. If you have your future playing schedule, organize it in a table and include it in your resume. Give coaches the dates, locations and times of your future games.

How else can you use your resume to generate interest from coaches? Compile a highlight video of your 20-25 best softball plays from your game film. You can generate interest from coaches by uploading your softball highlight reel to a website such as YouTube, and including that link in an email.

Finding Contact Information for College Coaches

Most NCAA and NAIA colleges and universities make coaches' contact information available online. They are located in several different places and can sometimes be challenging to find.

Start with a Google search. Most of the time you can find coaches' contact information available on a school's athletic website. Type the school name into Google, followed by the word athletics. For example, if you are looking for contact information for Syracuse University, type Syracuse University athletics into Google. Click the appropriate link.



Once you are on the athletic web site, there are two main places where you can find the staff directory. First look at the tabs across the top of the web page. Common tab titles are sports, schedules, athletics or athletic department, fans, and facilities. On some sites you may have to search around to find the directory, but in most cases the staff directory will be under the athletics or athletic department tab. It may be titled as the staff directory, athletic directory, athletic staff, or even athletic department.

The tabs on some athletic sites run down the left side of the page. They will have similar names and titles as the tabs in the above sections.

Not all schools have coaches contact information located on their athletic page. For some schools you will have to search for coaches by name on the university's academic page. If you don't know the coach's name, start by again searching for the university's athletic page. Once you are on the athletic page, you will want to select the sports tab. Go to the sport you are looking for. Once you are on the sport page, look for either the roster or the coaches' tab. If there is no coaches' tab, then the coaches' names will be listed under the players' names on the roster.

After you have found the name of the coach or coaches you are looking for, you will need to return to Google. Search for either the university's academic page, or search directly for their staff directory. Staff directories are located in many different places on colleges' academic web pages, so it may take some time to search around for it. Once you have found it, enter the coaches' name. His or her contact information will come up.

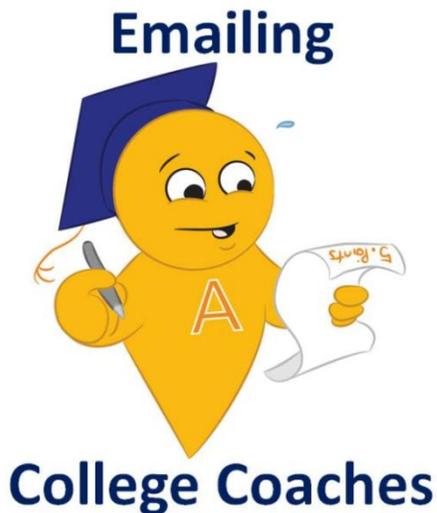
How to Write a Great Email Subject

You will want to take some time to put together a great email subject. If this is your first time attempting to contact a coach, your subject will determine whether or not he or she will open your email. Presenting your best skills and attributes in a short, concise email subject will help ensure a coach opens your email.

Start off with your graduating class or your preferred year of enrolment. Class of 20XX is better than 20XX recruiting class because it is shorter. You want to put your graduating class in the beginning because it will help the coach initially identify if you fit his needs. Also, when you leadoff an email subject with numbers it makes your email more likely to get caught in a coach's spam mail folder. Leading off with words is always better than starting with numbers.

Next, carefully determine what your best attribute is. Consider the research you did when writing your introduction. If you are applying to a school that has rigorous academic standards, or if you are a better student than athlete, you may want to say something like: Class of 20XX (your position or sport) (height and weight) with a 3.9 GPA and 2300 SAT. Coaches look for

good academics as much, if not more than athletic ability. If you are a better athlete than student then put your best athletic skills or information in the subject. For example, if you are a baseball player you can say: Class of 20XX Third Baseman 6'1" 185lbs w/ .400 BA / 75 RBIs. Combining both academics and athletics works as well, just make sure you can still keep it short.



If you are struggling to concisely summarize your best attributes, you should keep your email subject as simple as possible. Sometimes just saying you have online video may get your email opened. Say something like: Class of 20XX (position or sport and height/weight) w/ Online Video. If you don't already have a highlight tape online, you should create one and upload it to a video hosting site such as YouTube.

Don't be hesitant to try different titles. Not all titles will work with all coaches. Try to tailor your titles as much as possible. If you don't get a response from a coach, try a different subject. Keep track of which subjects get responses and which ones don't because it will help you in the future if you decide to reach out to more schools.

Year

Team

Recognition

[Now you should include your sport-specific statistics. Statistics vary by sport, so this table is meant as an example]

	Year	Year	Year	Year
Games Played				
Points per Game				
FG%				
FT%				
3 point %				
Rebounds per Game				
Assists per Game				
Steals per Game				
Blocks per Game				

References

High School Coach

Name

Phone

Email

Travel or Club Team Coach

Name

Phone

Email