

Sample Letter of Introduction

February 10, 2010

Coach John Smith
Department of Intercollegiate Athletics
Florida Atlantic University
City, State, Zip

Dear Coach Smith,

I am very interested in attending Florida Atlantic University as a student and prospective golfer. I will be graduating from Boca Raton High School in Boca Raton, FL. I have earned a 4.0 Grade Point Average and am currently ranked 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 Boca Raton High School golf team for four years and had 3 top-ten finishes in the Florida High School State Tournament. I plan on playing a competitive schedule of events this summer in addition to 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 Florida Atlantic University and am considering a degree in accounting. I have reviewed your website and would appreciate any further information you could send me on Florida Atlantic 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

Please find resume and videos enclosed