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## **7. COLLEGE LETTERS**

College letters should be addressed to the head coach. Proper grammar and correct spelling is crucial. Make sure that several people proofread your letters. Letters should include the following information which can be an attachment:

### **I. BIOGRAPHICAL INFORMATION**

- Name
- Phone Number
- Full Physical Address and email addresses
- Birth Date
- Graduation Date (month - year)
- Father's Name and occupation
- Mother's Name and occupation
- Siblings names and ages

### **II. ACADEMIC INFORMATION**

- High School with the full address and phone number
- Guidance Counselor's name and contact information
- NCAA Clearinghouse information
- ACT and/or SAT Scores (Best Composite)
- High School Core GPA
- Class Rank
- Anticipated College Major

### **III. BASEBALL INFORMATION**

- Height
- Weight
- Bats
- Throws
- Primary Position, Secondary Position
- 60 yd.
- 40 yd.
- Home to First
- High School Coach along with contact information
- Team Website Address
- Summer Team Coach along with contact information
- Team Website Address
- High School Baseball Honors
- Other High School Sports Played
- Other Extra-Curricular Activities
- Camps, Showcases and try-outs you have attended
- Colleges You Have Received Information from
- MLB Organizations that have watched you play

## **INTRODUCTION LETTER EXAMPLE**

*Dear Coach Wilson,*

*My name is Scott Smith (no nicknames here) and I am a high school junior, class of 2013.*

*I have recently started my search for a college to further my education. University of Oklahoma is high on my list of choices.*

*I wish to continue playing baseball in college. It is my hope to do so for a program like the University of Oklahoma.*

*I have enclosed a brief attachment which outlines my personal, academic, and baseball information.*

*It is my understanding that NCAA rules do not allow contact with a high school baseball player until July 1, after his junior year. It is my hope that you will have this information at the appropriate time.*

*Please send me any information regarding the Sooners (use team nickname here) baseball program, school admission requirements, financial aid, upcoming camp schedules, or any other helpful information.*

*I look forward to learning more about the University of Oklahoma and the Sooner baseball program.*

*Sincerely,*

### **SCHEDULE LETTER EXAMPLE**

*Coach Wilson,*

*I am writing this letter to tell you of my continued interest in playing baseball for the University of Oklahoma.*

*I am enclosing a copy of my (name the season) spring high school baseball schedule. My coach's school (or work) and home telephone numbers are on the schedule. Please contact him with any schedule questions. (This is especially important for pitchers ....college coaches will want to verify that you will be pitching on a day that they visit)*

*I realize that it is very difficult for college coaches to see high school players (during the spring season), due to conflicts with their own team's schedules.*

*Use this paragraph to update the coach on any news or items of interest. Such as; if you were invited to a prestigious high school showcase (Perfect Game, Team One, etc). Any honors received..... maybe a football or basketball award, a special academic achievement, etc.*

*Please send any information regarding upcoming camps that you will be hosting.*

*Thank you for taking the time to read this letter. I hope to hear more about the University of Oklahoma and Sooner baseball in the future.*

*Sincerely,*

### **VIDEO TAPE LETTER EXAMPLE**

*Coach Wilson,*

*I am writing this letter to tell you of my continued interest in playing baseball for the University of Oklahoma.*

*I am enclosing a video of myself in baseball situations. The video is about X (insert time of video length here). (Remember 4 - 5 minutes at the most is best)*

*The video shows me in fielding and hitting situations, some in practice and some footage in games. (Describe briefly what the video includes)*

*Use this paragraph to update the coach on any news or items of interest. Such as, if you were invited to a prestigious high school showcase (Team One, etc). Any honors received.....*

*Thank you for taking the time to read this letter and hopefully view the video. I look forward to learning more about the University of Oklahoma and Sooner baseball in the future.*

*Sincerely,*