

Email/Text Formats to College Coaches

General Introduction [after filling out the questionnaire]

Coach XXX,

My name is XXX and I am a member of the class of 202X at XXX. As part of my college search, I am looking to find the right combination of academics and athletics. I feel that SCHOOL XXX has a great [Academic Major] program that I am interested in learning about and I am also curious about what is required to become a member of the swim team.

My GPA is XXX – My Test Score (pick one or two) is XXX.

I am looking to major in XXX

My current top 5 times are...

Event #1 – SCY/LCM

...

I hope your training is going well and I would welcome scheduling a phone call soon,

NAME

Email

Phone

On Campus Visit [After filling out questionnaire but BEFORE a general email]

Coach XXX,

My name is XXX and I am a member of the class of 202X at XXX. As part of my college search, I am looking to find the right combination of academics and athletics. I feel that SCHOOL XXX has a great [Academic Major] program that I am interested in learning about and I am also curious about what is required to become a member of the swim team.

I will be visiting your campus with my family on [DATE & TIME]. Would it be possible to tour the pool and/or meet with a member of the coaching staff to learn more about [the mascot + swimming] and if there might be a chance for me to explore becoming a member of your team?

Thanks again and I look forward to hearing from you soon.

NAME

Email

Phone

Post Initial Phone Call Email

Coach XXX,

Thank you so much for taking the time to speak with me on [DAY OF WEEK]. I really enjoyed learning about your team history and what that means to you. I was particularly impressed with

[Insert 1-3 facts from your conversation or tour that stuck out].

I do have one question, [insert question here].

Hopefully we can talk again soon – I look forward to learning more about what it means to be a [MASCOT].

NAME

Email

Phone

Thanks but no thanks – eliminating a college after 4 or less phone calls.

Coach XXX,

Thank you for taking the time to show me all the great things about swimming at [SCHOOL XXX]. While I think there are a lot of great things that your school has to offer, it's just not the right fit for me and my family at this time.

Best of luck and I hope to see you on the pool deck soon!

NAME

Email

Phone

#7 Setting up a phone call from a text/email call.

Email Text or Call: Thank you for contacting me. I would really like to learn more about XXXX. I am generally available from XX to XX. Please let me know when we can schedule a time to talk on the phone.