



EMAILING TIPS

1. Coaches to Email
2. Be brief! / LESS is more.
3. No spelling mistakes
4. Basic font...not too fancy
5. Letter should be in body of email...not an attachment to open
6. Personalize letter to each coach with Coach Name & School
 - a. Once coach is engaged, personalize more
7. 1st email to a coach is your introduction, after that...
 - a. Email with updates
 - b. Active conversation? Stay on same thread
8. No 2 letters should be the same...mix it up each time
9. Always include direct links to your website & pertinent videos
10. Closing: Name, Class, Email, Cell, Website, Social Media
 - a. Set up automatic signature
11. SUBJECT Lines
12. 24 hour rule / Questionnaires / Responding in general
13. Use bullets/tables – make it easy on the eye to digest
14. Tourney details include:
15. Date, Time, Field, Opponent, Uniform info {colors + #}
 - a. Send Tourney emails 4-7 days prior
16. Stay organized! Make electronic files in your email

REMEMBER EMAILS SHOULD...

- Personalize
- Provide updates + follow-up @ a Good Pace
- Keep coaches updated when & where playing or showing
- CALL FOR ACTION! Either...review info; website & video; evaluation; feedback; set up a call or visit; info on ID Clinics or Camps
- Closing format

SAMPLE

Hi Coach X:

I am interested in your softball/baseball program at X & hope to be considered for your **2024** Class. I am a...*briefly describe yourself. Then Update/Call to Action.* Direct links to my information is below. Thank you for the consideration, I will stay in touch. Please follow me on Twitter [@joyjock2022](#) + IG: [joyjock2022!](#)

- Website [HERE](#) | Sports Recruits [HERE](#)
- Skills Video [HERE](#) | Profile Sheet [HERE](#)
- Team Live-stream [HERE](#)
- 2024 Junior CF for Diamond Jacks/Finches Aces
- Throws Right + Hit: Right & Slaps Lefty
- Fast, versatile & consistent / H-1B: 2.8
- Disciplined line drive hitter with Hi OB%
- Seaside HS / 3.62 gpa / SAT: 1150/ Business Major
- Honors & AP Classes / National Honor Society
- NCAA ID # 1234567890

CF Red & Blue #4 | Live-stream [HERE](#)

DATE	TIME	FIELD	OPPONENT
Sat, June 5	11am	5	Delaware Shock Elite
Sat, June 5	2:30pm	8	Jaspers 16U
Sun, June 6	8am	3	Carolina Ballers
Sun, June 6	11am	6	River Rocks 16U Gold
Sun, June 6	2pm	5	Jersey Sharks

Regards,

Joy Jock

Class of 2024

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