

EMAILING TIPS

1. Create separate email for recruiting. Full name & recruiting class: **joyjock2024@gmail.com**
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. Provide Social Media Links
11. Closing: Name, Class, Email, Cell, Website, Social Media
 - a. Set up automatic signature
12. SUBJECT Lines
13. 24 hour rule / Questionnaires / Responding in general
14. Use bullets/tables – make it easy on the eye to digest
15. Tourney details include:
16. Date, Time, Field, Opponent, Uniform
 - a. Send Tourney emails 4-7 days prior
17. Stay organized! Make electronic files in your email

SAMPLE HIGH SCHOOL LETTER

Hi Coach X:

I am interested in your baseball program at X. I am a **2024** junior **RHP/OF** at **Seaside High School** in New Jersey & also play for **Diamond Jacks** out of **Diamond Nation** in NJ. All my information is linked below for your review. I am a... Here is my **HS schedule** if you get out recruiting this spring. Best of luck this season, I will be following the team. Please follow me on **Twitter+ Instagram**. Thank you for your consideration, I will stay in touch with updates.

- ◆ [Recruiting WEBSITE | 2023 Feb Scout Day-88mph FB](#)
- ◆ [2022 Fall Season Highlights](#)
- ◆ [Sports Recruit Profile](#)
- ◆ [HS Varsity Baseball Schedule - Uniform #4 - Red + White](#)
- ◆ 93 gpa / Honors Classes / SAT: 1120 / Major: Business
- ◆ 5'10"/ 165lbs
- ◆ 4 Pitches: 4 seam- 88mph /2 seam/curve/change
- ◆ Coachable/Competitive/Composed under pressure

Sincerely,

Jon Jock

Class of 2024

908-789-5533

jonjock2024@gmail.com

[Twitter](#) / [Instagram](#)

SAMPLE – TOURNAMENT LETTER

Hi Coach X:

I will be playing this weekend; **July 17-18** at **X Showcase** in **X** in **Location** & if attending would love to be evaluated - the game schedule is below. {Our games will be live-streamed on X}. I remain interested in your softball program at X & hope to be considered for your **2024** class. Again, I am a **OF** for the [Finch's Aces](#) out of [Diamond Nation](#) in NJ. All my information is linked below. Thank you, I will stay in touch. Follow me on [Twitter](#) & [Instagram](#)!

- Website [HERE](#) | [Sports Recruit Profile](#)
- [Hitting Video](#) | [Fielding Video](#) | Profile Sheet [HERE](#)
- Fast: Home-1B: **2.8** - Home-Home: **11.22**
- Competitive/No Quit/Strong Leader
- Disciplined line drive hitter with Hi OB%
- Seaside HS / 3.6 gpa / SAT: 1150 + ACT 23/ Art Major
- Honors & AP Classes / Honor Roll / NHS
- [Transcript](#) | [Current Grades](#)
- NCAA ID # 1234567890

OF #4 -Blue/Red/Red Tourney [Link](#) | Live-stream [HERE](#)

DATE	TIME	FIELD	OPPONENT
Sat, July 17	11am	5	Delaware Shock Elite
Sat, July 17	2:30pm	8	Jaspers 16U
Sun, July 18	8am	3	Carolina Ballers
Sun, July 19	11am	6	River Rocks 16U Gold
Sun, July 19+	TBA	TBA	TBA

Regards,

Joy Jock

Class of 2024

joyjock2024@gmail.com

732-123-4567

[Twitter](#) | [Instagram](#)