

## Instructions: ASE Thank You Letters

The purpose of your letters is to thank the mentors and benefactors (called “Activity Sponsors”) who made your internship possible. Some letters may be used to help mentors and ASE continue to secure grant funding and keep the ASE Program strong. **Thank you letters are required as part of your participation in the program.**

**Why does ASE send your letters?** There are many reasons that we mail interns’ thank you letters:

- We send other important documents to the mentors at the end of the summer, and we like to include the thank you letters in that packet.
- We do not want you to spend your money mailing the letters.
- We can certify that the key people responsible for your internship get recognized and thanked.
- We can ensure that your letters are appropriate and a positive representation of the ASE program.

**Follow these Do’s and Don’ts of ASE Thank You Letters.** If you have questions, contact your Teacher Monitor or ASE by email ([ase@saturdayacademy.org](mailto:ase@saturdayacademy.org)) or phone (503-200-5861).

### **Do’s**

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|--|---|
|  | Write a letter to each person* on the list provided by ASE by the end of July.  |
|  | Carefully prepare your thoughts before you write. <b>TIP:</b> You may find it helpful to write your summary first.  |
|  | Write a thank you letter at least three (3) paragraphs in length. Follow the appropriate format: <ul style="list-style-type: none"><li>• Provide a brief description (overview) of what you did in the ASE Program.</li><li>• Be specific about your activities, projects and specific skills you learned. <b>TIP:</b> Remember that your mentors are already familiar with your research and tailor the details accordingly. On the other hand, do include extra details about your internship when writing to benefactors as they will not be as familiar with your summer assignment.</li><li>• Write about your own experiences. Relate an anecdote, if you have one.</li><li>• Briefly describe what you value in your ASE experience. <b>TIP:</b> Consider, did this experience affect your educational plans – what you plan to study or where you intend to go to college? Did this experience affect your career plans? Briefly describe what meant the most to you during your internship.</li><li>• Keep the tone of your letter positive.</li></ul> |
|  | <b>EDIT</b> thoroughly for spelling and grammar before submitting them. Ask a parent or adult to proofread your letter before sending to your Teacher Monitor.  |
|  | Email your letters directly to your Teacher Monitor by <b>August 9, 2019</b>  |
|  | Print, sign, and bring your letters <b>unfolded/not stapled</b> to the Symposium on <b>August 16, 2019</b>  |

\*You may include the names of others aside from your mentor in the body of your letter. If you want to thank others not on your list, you are responsible to send those thank you letters separately.

### **Don’ts**

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|  | <b>DO NOT</b> mail or email your letters to your benefactor(s) or mentor.  |
|  | <b>DO NOT</b> include constructive criticism about the program. Please write to the ASE staff or talk to your Teacher Monitor instead.                 |
|  | <b>DO NOT</b> make errors in your letters, otherwise we will ask you to re-submit your letters. Remember to proofread and include appropriate content. |

1"-2" Top Margin

Intern Name & Home Address

Nathan Button  
3206 SW Prairie Oaks Dr  
Canby, OR 97312

1" Left Margin

1 line between

August 8, 2017

1 line between

Dr. Suzette Yukon  
Oregon State University  
Graf 102  
Corvallis, OR 97330

Mentor Name & Address

1" Right Margin

1 line between

Dear Dr. Yukon:

1 line between

This summer has provided me with an experience unlike any I have had before while gaining insight in working cooperatively with other scientists. At first I simply observed models and learned how they worked, but soon I was able to create my own. In order to teach the public about the red water, I was able to develop a tool to be used to display the dynamics of the Columbia River estuary ecosystem and created an interactive model, allowing users to alter various factors another. This tool is coded to display in a web browser, so it can be put on the Internet and used as a public education tool. By the end of the summer, I had completed something I did not even know I was capable of.

Internship Overview

1 line between

Throughout the summer, I was fascinated by how an estuary ecosystem works and how the Mesodinium are able to sustain a bloom every year. Learning about this taught me much about physics and biology. In addition, creating my model taught me more about coding as well as troubleshooting problems. At first, I ran into lots of coding issues; many small errors caused the model to break. However, by summer's end, I had much more experience with both writing code and finding bugs and can confidently say I have developed a new set of coding skills.

Internship Specifics with Anecdote

1 line between

Though knowledge and new skills are great, my real takeaway from this summer has been about the work environment. Seeing you work together with the other scientists has really shown me what a cooperative effort between scientists looks like. I saw how the STCMOP scientists prepare presentations, work together, and share information. In addition, I had the experience of working 40-hour weeks and getting a feel for what it is like to have a job. In the end, I learned a lot this summer, far beyond just book knowledge. This has been a great experience, and I appreciate you mentoring me. Your guidance has been instrumental in my learning and in the development of my new skills. Thank you so much!

What Intern Valued Most

1 line between

Sincerely,

4 lines between & place YOUR signature in this space

Nathan Button

Justify Typing against left 1" margin