

## Instructions: ASE Thank You Letters

The purpose of these letters is to thank the mentors and benefactors (called “Activity Sponsors” or “Donors”) who made your internship possible. You will receive a list of recipients in late July, and for each recipient you will write an individualized thank you letter.

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. They are due to your teacher monitor via email by August 21st, 2024.** See a sample letter below.

Your Teacher Monitor will read and approve your thank you letter before you send it. If they have any feedback for how you can improve it, take that feedback seriously. We want to ensure that your letters meet our expectations for a professional letter.

Once your Teacher Monitor approves your letter, you will email each letter to the intended recipient, and CC [ase@saturdayacademy.org](mailto:ase@saturdayacademy.org). You can copy and paste the letter into your email composer - you do not need to create a formal letter to be sent as an attachment.

### **The Do's and Don'ts of ASE Thank You Letters:**

#### **Do's**

Write a letter to each person* on the list provided by ASE (you will receive this list 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 it to your Teacher Monitor.
Email your letters as a Word or Google doc (NO PDFs!) directly to your Teacher Monitor by <b><u>August 23, 2024</u></b> .

\*If you want to thank others not on your list, you are responsible for communicating those names to your teacher monitor prior to the submission of your letters.

## Don'ts

DO NOT include constructive criticism about the program in your thank you letter. Please write to the ASE staff or talk to your Teacher Monitor instead.

DO NOT make errors in your letters - if so we will ask you to revise!

DO NOT be overly personal in your email. Keep the content professional, remembering that your teacher monitors and Saturday Academy Staff will be reading them.

If you have questions, contact your Teacher Monitor or ASE by email ([ase@saturdayacademy.org](mailto:ase@saturdayacademy.org)) or phone (503-200-5860). If you have concerns about who ASE Staff has requested you write Thank You Letters for, please contact them ASAP.

Sample letter (do not copy anything from this letter - write your own from the heart!):

Dear Dr. Yukon,

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. 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 didn't even know I was capable of.

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.

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!

Sincerely,

Intern name