

## 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**

	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 10, 2018</b>
	Print, sign, and bring your letters <b>unfolded/not stapled</b> to the Symposium on <b>August 17, 2018</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**

	<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.

