

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

ASE Internship Thank You Letter Revision Checklist

Element	Present	Revisions Needed
At Least 3 paragraphs		
brief internship overview		
discussed specifics about my activities, projects and specific skills learned w/anecdote		
described what valued/meant the most		
Another person read my draft with an eye to identify following areas needing revision: Intern's letter is . . .		
1) Free of incomplete sentences, run-on sentences, comma splices, unclearly worded sentences		
2) Free of misspelled words		
3) Free of punctuation errors: commas, periods,		
4) Free of grammar use issues		
5) Organized & "flows" logically from beginning to end		
6) Positive & clearly reveals intern's appreciation		
7) Typed in a 12 point, traditional font		
8) Surrounded by 1" left & right margins. Top margin is 1"-2"		
9) Correctly spaced between elements		
Correctly addressed: intern & mentor addresses; date; greeting & closing		
Signed		