Mr. Anderson,
Hi! I hope your summer was relaxing, I'm sure you'll be back at the school busy as normal.  I just completed a summer internship for the BoatUS Foundation.  I was the hired Video Intern.
What I really did was answer the phone and emails to assist customers with technical and human errors encountered while taking our online boat safety course (the only free online NASBLA certified course).
Along the way I learned a few things.  I want to share them with you not only to share my new found knowledge, but also because a lot of these things I am relearning.  I say "relearning", because I have already been told and learned about these while in EOTSP, and also feel these are valuable lessons maybe everyone should be reminded of every now and then.

1. When given a task, regardless of the amount of responsibility, intensity, or even if you are just making address labels(which I did plenty of) do it well beyond compare.
      Sure, supervisors and coworkers see the intensity of a project you're working on, but they(along with future employers) are looking at your experience and how you accomplished the project.. I'm not really sure what other way to explain this except by saying, on my last day of my internship my boss and I were talking in her office. She told me I was the best intern she has had in five years. She said I was a hard worker, took initiative, and did much more than was expected. I am in no way trying to boast, but explain that these are the things we are told as youth to do, yet many of us don't or didn't.  I'm providing proof that these are key qualities in a professional setting, especially if you want to continue climbing the ladder.

2. Never be afraid to ask a question. What's the worst that could happen?? He or she says, "No." I asked many questions and even inquired about meeting with the CEO of our company. I met with the company CEO and co-Vp of Geico, the heads of IT and Internet Operations, and the Chief Information Officer. This was a huge learning experience for me. I got to ask people that have had to climb there way to the top of their own success how they got there, and how I can reach my own success.  They gave me marvelous advice that will definitely help me in my journey to becoming successful. So, Just ask.

3. Listen to your parents, or those who give good advice (such as Mr. Anderson).  I attribute all of my success so far and whatever else is to come to my dad, mother, and you, Mr. Anderson. Without doing everything my dad has advised me to do and how to take advantage of this internship, I would not be where I am right now. Without having the educational and professional conversations with you, I would not be prepared for the intense amount of high expectations and work that has to be put in if one wants to be successful.

4. Finally, Communication is key. If there is something a person would like to be changed or improved, or a problem between a number of people, NOTHING will happen unless someone speaks up.  At my internship the graphic designer told me how frustrated he was with the Foundation's CMS (content manager for their website). He told me that the people at Headquarters wouldn't update it.
Well, when I went to meet the Internet Operations head at headquarters, I asked him about the CMS they use. Wow, you'll never guess what happened. At headquarters, they use the same one! And they have the same frustrations with it as well. In fact, both places have found solutions to each other's problems within the software, but they have no idea, because there is no communication between them!

This is an extremely long email, and I do appreciate it if you took the time to read all of it, as I know how busy you are and can be, so I'll wrap it up...
I will be continuing my Media Services on campus job, still doing troubleshooting work for classroom technology. I will also, upon request of the CEO of the company, whom I met with during my internship, will be working remotely during the school year for the BoatUS Foundation. I'm involved in other extra curricular activities at school and will be taking fifteen credits. I will hopefully be abroad next summer.
That's all for now, again thank you for reading, sharing, skimming, highlighting, or whatever you may do, because I know how busy life can be. If there's one last thing I'd say this is a saying I've come to love:

"A wise person learns from his mistakes. A wiser one learns from others' mistakes. But the wisest person of all learns from others's successes.”I wish you another successful school year and hope  your summer has been treating you well,

Thank you for everything,
Amanda Ortiz