

Practical 4 : Professional Email (Internship Application)

Aim : To draft and send a professional internship email with attachment.

Objectives

- To compose a professional email
- To attach documents

Materials Required

- Email account
- Resume file

Procedure

- **Open Gmail**
Go to the Gmail website or app and log in with your email account.
This opens your inbox where you can create and send emails.
- **Click Compose**
Select the “Compose” button to open a new email window.
A blank message box will appear on the screen..
- **Write subject line**
Enter a clear and concise subject that reflects the purpose of the email.
This helps the recipient understand the message at a glance.
- **Write professional message**
Type a polite, well-structured message addressing the recipient formally.
Keep the tone respectful and include necessary details or requests
- **Attach resume**
Click the attachment (paperclip) icon and select your resume file from your device. Ensure the resume is in PDF format and properly named.
- **Send email**
Review the email for accuracy and ensure attachments are included.
Click “**Send**” to deliver the message to the recipient

OUTPUT :

Application for internship for the role of frontened Developer - Aman Kumar

Aman Kumar <aman.kumar4@rungta.org>
to firdaush.jahan ▾

10:04 AM (0 minutes ago) ☆ ↻ ⋮

Respected Hr,
I am Aman Kumar a Freshman at Rungta International Skills University and currently pursuing B.Tech CSE degree.

I have learnt various skills and frontened development is one of them. I found that your company is looking for a frontened developer and so i would like to join your organisation .

So I hope that you would be liking my profile and would select me for the role of frontened developer at your esteemed organisation.

Regards,
Aman Kumar
Mob-7320841219
LinkedIn url-
<https://www.linkedin.com/in/amankumar-aim/>

One attachment • Scanned by Gmail ⓘ Add to Drive



The screenshot shows an email interface with a message body. At the bottom, there is a preview of an attachment: a LinkedIn profile for 'AMAN KUMAR' and a PDF document titled 'Aman_Kumar_Res...'. The LinkedIn profile includes a photo, basic information, and a summary. The PDF preview shows a resume with sections for education and experience.