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 :