

Name: DEV PARMAR

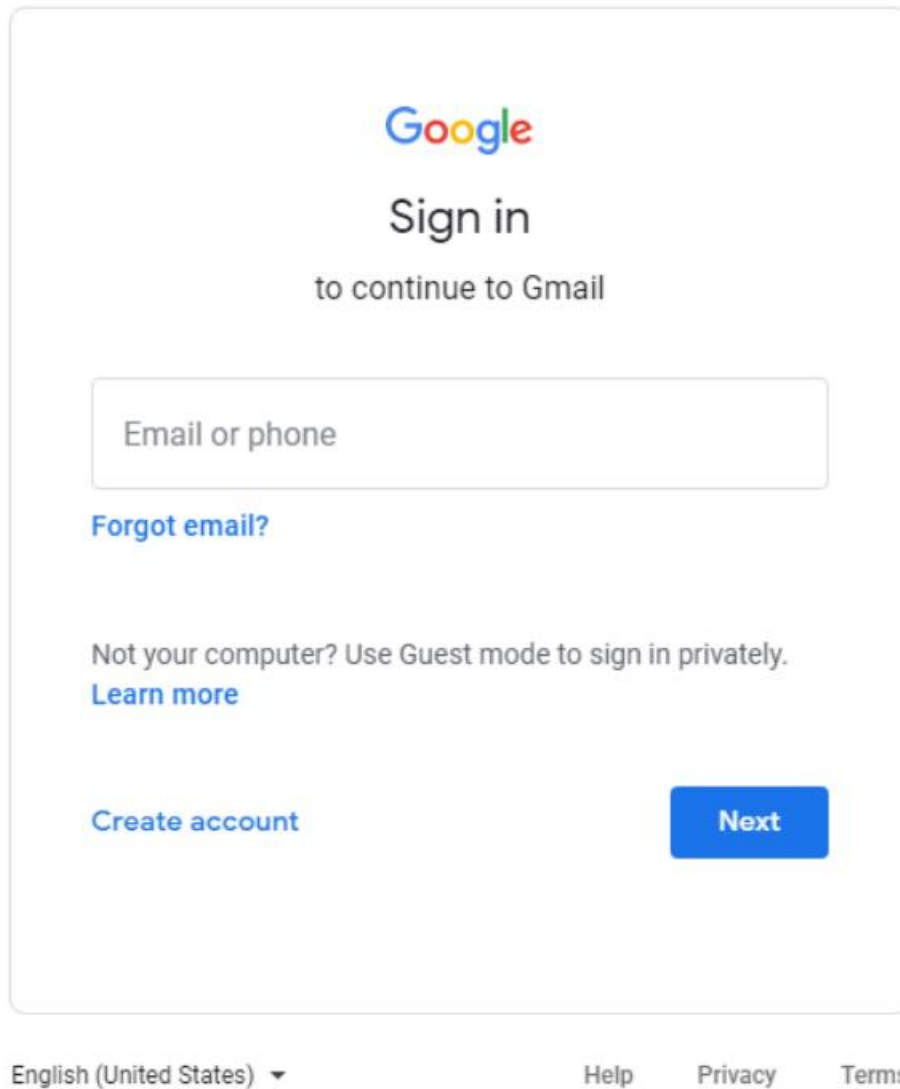
Roll No: 39

FYCS

Practical No: 4

Writing an Email

Step 1: Login to your Google account



The image shows the Google Sign in interface for Gmail. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone". Under the input field is a link "Forgot email?". Further down is the text "Not your computer? Use Guest mode to sign in privately." with a link "Learn more". At the bottom left is a link "Create account", and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a language selector "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in  
to continue to Gmail

Email or phone

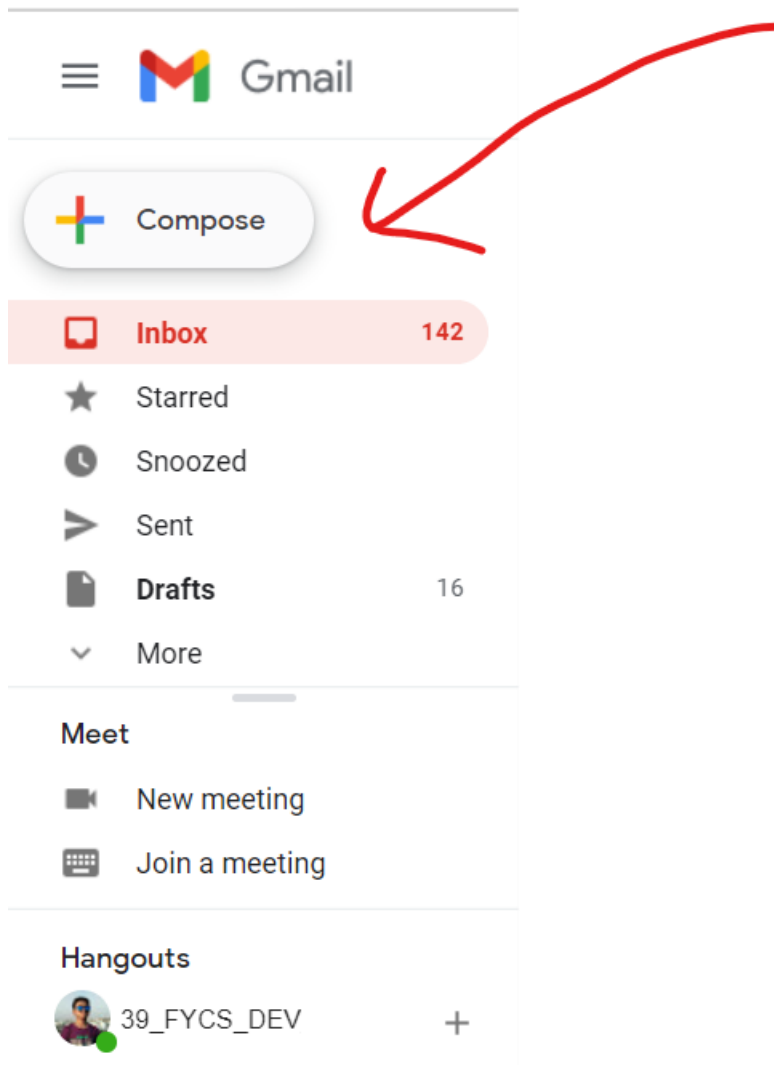
[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

Step 2: Search Gmail and click on Compose.



Now you will see a window like this:



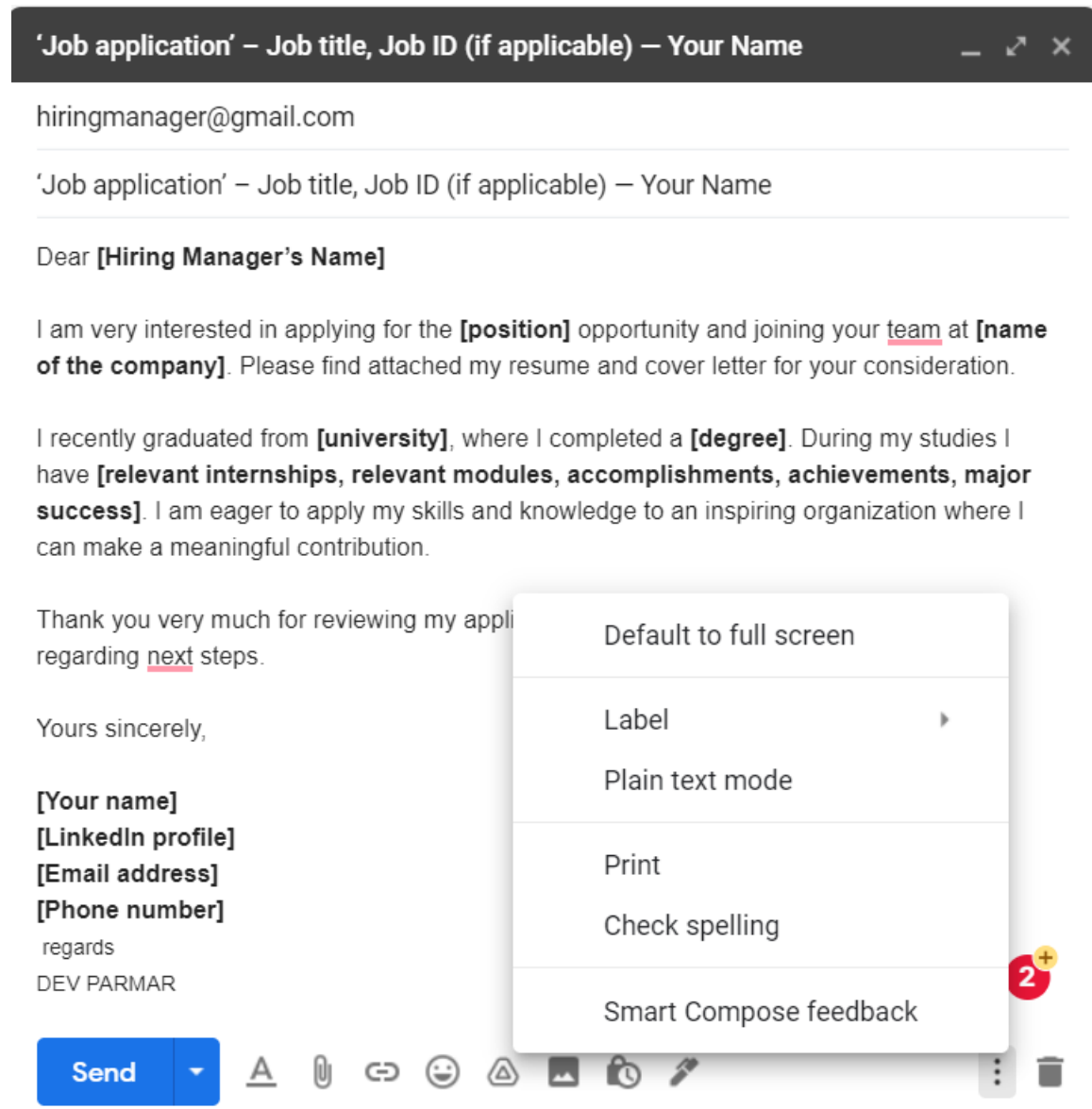


There are a few more buttons alongside attach for example:

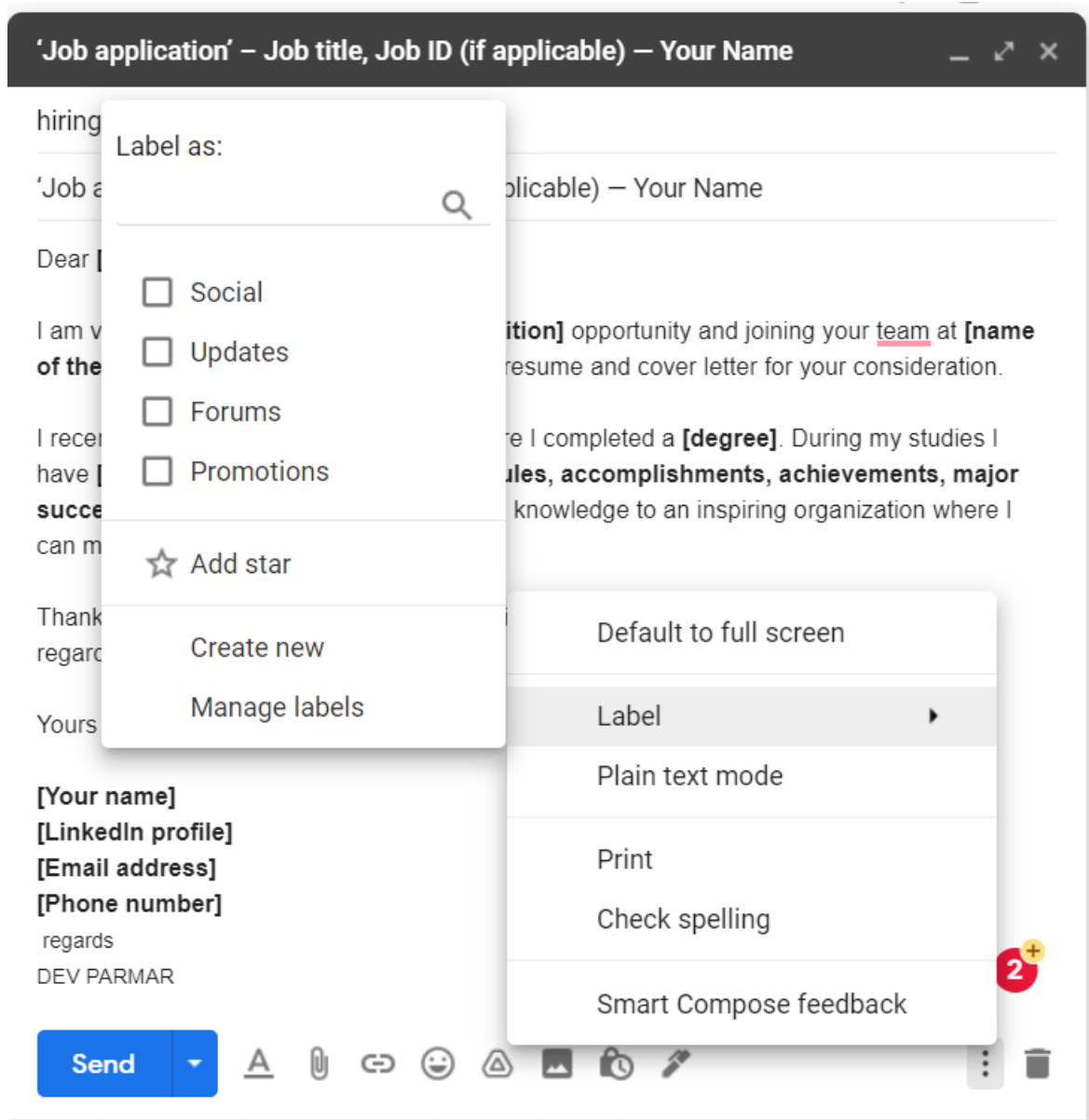
Insert link- You can insert links with the help of this button.

Insert Emoji- It inserts emojis. Insert files using drive: With this button, you can directly insert files from your google drive. Formatting options:

Lets the user format the mail however they want. If you click on the 3 dots it lets you use some additional features.



You can label your mail as (trash/social/forum/promotion)



And lastly you can find the delete button beside the 3 dots. Step 5: Once you are done with typing and formatting click on “SEND” to send your mail.

'Job application' – Job title, Job ID (if applicable) – Your Name



hiringmanager@gmail.com

'Job application' – Job title, Job ID (if applicable) – Your Name

Dear **[Hiring Manager's Name]**

I am very interested in applying for the **[position]** opportunity and joining your team at **[name of the company]**. Please find attached my resume and cover letter for your consideration.

I recently graduated from **[university]**, where I completed a **[degree]**. During my studies I have **[relevant internships, relevant modules, accomplishments, achievements, major success]**. I am eager to apply my skills and knowledge to an inspiring organization where I can make a meaningful contribution.

Thank you very much for reviewing my application. I look forward to hearing from you regarding next steps.

Yours sincerely,

**[Your name]**

**[LinkedIn profile]**

**[Email address]**

**[Phone number]**

regards

DEV PARMAR



Send

