

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



Gmail

in:sent



● Active ▾



 Compose

 Inbox

76

☆ Starred

 Snoozed

➤ Sent

 Drafts

▼ More

Labels

+

Application for Web Developer Role



Nidhi Shailja Singh <nidhi.shailja.singh@runga.org>
to harshali.vaishnava ▾

Fri, Nov 14, 2025, 12:54 PM



Dear Hiring Manager,

I hope you are doing well. I am writing to apply for the Web Developer position at your organization. I kindly request you to consider my application. I hold experience in front-end development and have strong skills in HTML, CSS, JavaScript, and responsive design. I believe my technical abilities and interest in creating user-friendly interfaces make me a suitable fit for this role.

I have attached my resume for your review (filename: **nidhi-shailja-Resume.pdf**). Please let me know if any additional information is required.

Thank you kindly for your time and consideration.

Regards,

Nidhi Shailja Singh

Phone: 6264412030

Email: nidhishailja20@gmail.com

LinkedIn: <https://www.linkedin.com/in/nidhi-shailja-singh-33319237a>

One attachment • Scanned by Gmail ⓘ Add to Drive

