

PRACTICAL NO-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:

1. 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.

2. Click Compose

Select the “Compose” button to open a new email window.
A blank message box will appear on the screen.

3. 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.

4. Write professional message

Type a polite, well-structured message addressing the recipient formally.
Keep the tone respectful and include necessary details or requests.

5. 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.

6. Send email

Review the email for accuracy and ensure attachments are included.
Click “**Send**” to deliver the message to the recipient

E-MAIL:

Compose

Inbox27

Starred

Snoozed

Sent

Drafts

More

Labels+

in:sent

Active

?

Google

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Dec 7, 2025, 4:13 PM

S

Saurabh Kumar<saurabh.kumar1@runga.org>

to firdaush.jahan

Dear Hiring manager

i am writing to express my enthusiastic interest in the Front-End Web Development Internship position at Trust Company

As an aspiring front-end developer, I am proficient in core web technologies including HTML, CSS (with frameworks like Bootstrap/Tailwind CSS), and JavaScript . I am passionate about creating intuitive and responsive user interfaces that deliver excellent user experiences.

I have included my resume and a link to my portfolio/GitHub profile for your review. This will allow you to see examples of projects where I have applied my skills in [mention a specific skill, e.g., responsive design, state management, or UI component creation].

I am eager to learn from experienced developers and contribute meaningfully to your team's projects. I am confident that I can quickly integrate and bring a strong work ethic and a desire for continuous learning to your organization.

Thank you for considering my application. I look forward to the possibility of discussing this opportunity further.

Sincerely,

Name - Saurabh Kumar, Bhilai, Chattisgarh
Contact no : 9065037114
Linkedin : saurabh-kumar-25aa56383

Thank you

One attachment • Scanned by Gmail

SAURABH KUMAR

ABOUT ME

WORK EXPERIENCE

Add to Drive

Reply

Forward