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

Q4).Compose & send a professional email with an attachment as "you are applying for an internship, send email to HR with your resume attached

Output:-

Application for Frontend Developer Role - Vicky Kumar

Vicky Kumar <vicky.kumar@rungta.org>   10:52 PM (0 minutes ago)
to firdaush.jahan

Respected HR,

I recently came across the Frontend Developer position on LinkedIn and would like to express my sincere interest in the role. I am currently pursuing my B.Tech from RISU, Bhilai, and actively developing my skills in frontend technologies. My learning journey includes gaining proficiency in JavaScript for dynamic web development, along with C programming to strengthen my overall problem solving foundation.

I am highly motivated to enhance my technical abilities and eager to gain hands-on experience in building modern, responsive, and user-friendly interfaces. I am confident that with the right guidance and exposure, I can contribute effectively to your team while continuing to grow as a developer.

Thank you for considering my application. I would greatly appreciate the opportunity to discuss how my enthusiasm and dedication align with the requirements of the role. I look forward to the possibility of contributing and learning within your esteemed organization.

Regards,
Vicky Kumar
Contact- 9341069611
Linkedin URL- www.linkedin.com/in/vicky-kumar-342566383

One attachment · Scanned by Gmail   Add to Drive

RESUME
ABOUT ME
EDUCATION
QUALIFICATION