

PRACTICAL 4. Compose & send a professional email with an attachment as “you are applying for an internship, send email to HR with your resume attached”.

Application for Internship Opportunity Inbox x 🖨️ ↗

A Anamika Singh <anamikasiingh2025@gmail.com>
to manali.sahu ▾ 🕒 2:21PM (6 minutes ago) ⭐ 😊 ← ⋮

Respected Sir/Ma'am,

I hope this message finds you well.
My name is Anamika Singh, and I am a first-year B.Tech student specializing in Data Science at Rungta College. I am writing to express my interest in an internship opportunity at your organization.

I have basic knowledge of C, HTML, CSS, and JavaScript, and I am eager to learn and gain practical experience in the tech field. I am a dedicated learner and would be grateful for the opportunity to contribute to your team.

Please find my resume attached for your kind consideration.

Thank you for your time and consideration. I look forward to your response.

Warm regards,
Anamika Singh
B.Tech Data Science | Rungta College
[✉ anamikas5721@gmail.com](mailto:anamikas5721@gmail.com)
[📞 7878399385](tel:7878399385)

One attachment • Scanned by Gmail ⓘ Add to Drive

Anamika Singh

Office File Link [View file](#) [Email sender](#)

Career Objective
A highly motivated and dedicated 2nd Year Computer Science Engineering student with a thirst for knowledge and a passion for learning. I am looking for an internship opportunity where I can apply my academic knowledge and practical skills to solve real-world problems. I aim to build a successful career in the field of technology and contribute to the growth of the organization. I am open to any role that aligns with my interests and goals. I am available for a probation period of 3 months.

Education
B.Tech in Data Science from Rungta College, Chandigarh, India. Expected to graduate in June 2025.

Skills
Proficient in C, HTML, CSS, and JavaScript. Strong problem-solving skills, excellent communication, and teamwork abilities. Good understanding of machine learning concepts and their applications.

Experience
No relevant experience.

Projects
None.

References
None.

Attachments
Anamika_Singh_R...