

## 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

