

## Practical 4: Professional Email (Internship Application)

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

## New Message



Recipients

Subject

Dear [Aditya Kumar],

I am writing to formally apply for the internship position at [Adobe], as advertised on [Platform where you saw the advertisement, e.g., LinkedIn, Company Website].

I am very interested in [Specify the field or area of the internship, e.g., marketing, engineering, finance] and believe that my academic background in [Your Field of Study] makes me a strong candidate for this role.

Please find my resume attached for your review, which provides further detail on my qualifications and experience.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

ARUN SHAHRE