

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

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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