

## **Practical 4**

### **Aim**

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

### **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

## **---Output---**

Application for internship [AYUSH KUMAR] - X

firdaujhahan@rungta.org

Application for internship [AYUSH KUMAR]

Dear HR Team,

I am writing to express my enthusiastic interest in the developer role position, as advertised on LinkedIn and Company Website. Having closely followed TCS's innovative work in software, I am eager to contribute my skills and learn from your leading team.

As a dedicated student in computer science at Rungta International Skills University, I have developed a strong foundation in data analysis, project management, C, HTML, CSS, and JavaScript. I am particularly drawn to this opportunity because I admire your innovative approach to the developer role. This role aligns perfectly with my passion and I'm eager to contribute while learning from a team of professionals. I am confident that my strong work ethic and passion for software engineering align well with the goals of your team.

My resume, which is attached for your review, provides further detail on my academic background and relevant projects. I am available for an interview at your earliest convenience and look forward to the possibility of discussing how I can add value to [TCS].

Thank you for your time and consideration.

Sincerely,

name -Ayush kumar

Phone Number-8754159874

Email Address-ayush.kumar5@rungta.org

LinkedIn -<https://www.linkedin.com/in/ayush-kumar-ba0b27395/>

Minimalist Modern Professional CV Resume (... (260K)) X

Send | Aa |