

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

The screenshot shows a Gmail inbox with the search bar set to 'in:sent'. A single email message is selected, with its subject line visible: 'Subject: Application for App De...'. The message body contains a professional application letter. At the bottom of the message, it shows the recipient's name 'Kunal Mandle' and email address 'kunal.mandle@rungta.org', along with a note that it was sent to 'harshali.vaishnav'. Below the message, there is an attachment link 'Attachment: Kunal_Mandle_Resume.pdf'. The Gmail interface includes a sidebar with 'Compose' and various inbox categories like 'Inbox', 'Starred', 'Snoozed', and 'Sent'.

Subject: Application for App Developer Position – Kunal Mandle Dear Hiring Manager, I hope you are doing well. My name is Kunal Mandle, and I am writing to kindly apply for the position of App Developer at your organization. I have completed my 12th grade and have developed strong self-taught computer skills, which include basic programming and application development concepts. Please find my resume attached for your kind review. I would be grateful if you could consider my application for the available role. I am eager to contribute and learn, and I would sincerely appreciate the opportunity to work with your team. Thank you for your time and consideration. If you need any additional information, please feel free to contact me. Sincerely, Kunal Mandle Contact: 8305908112 LinkedIn: <https://www.linkedin.com/in/kunal-mandle/>

Kunal Mandle <kunal.mandle@rungta.org>
to harshali.vaishnav

Nov 14, 2025, 10:24 AM

Attachment: Kunal_Mandle_Resume.pdf

Reply Forward