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

To

The Hiring Manager [Rungta university]

[Bhilai]

Subject: Application for the Position of Web Developer

Respected Madam,

I am writing to formally express my interest in the Web Developer position at your esteemed organization. With a strong foundation in modern web technologies and a passion for creating responsive, user-friendly digital solutions, I am confident in my ability to contribute effectively to your development team.

I am skilled in HTML, CSS, JavaScript, and modern frontend frameworks, along with a good understanding of backend development and database management. I focus on writing clean, optimized, and maintainable code while ensuring that the final product is both functional and visually appealing. I am also committed to continuous learning and staying updated with the latest industry trends.

I would be grateful for an opportunity to contribute to your ongoing and upcoming projects. I am confident that my technical skills, dedication, and work ethic would make me a valuable addition to your organization.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Yours sincerely,

Mehul Kumar Sahu

Phone: 8770112741

Email: mehul.kumar.sahu@rungta.org

MEHUL KUMAR SAHU

An undergraduate student at Rungta University, focused on developing strong technical and analytical skills.

CONTACT

☎ 8770112741
✉ mehul.kumar.sahu@rungta.org
📍 123 vaishali nagar bhilai

EDUCATION

CAREER OBJECTIVE

Motivated and dedicated Computer Science and Engineering student specializing in Artificial Intelligence at Rungta University. Eager to apply academic knowledge and technical skills in real projects while gaining professional experience in AI, software development, and data-driven technologies. Committed to continuous learning and innovation in the field of Artificial Intelligence.

EDUCATIONAL QUALIFICATION

PDF DOC-20251114-WA0018.