

# **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

## Output

The screenshot shows a Gmail inbox with several tabs at the top: "Inbox" (3), "Sent" (1), "Starred" (0), "Snoozed" (0), "Drafts" (5), "Purchases" (5), and "More". The "Sent" tab is selected. A search bar at the top right contains the query "in:sent". Below the search bar, a list of sent emails is shown, starting with an email to "Dear Hiring Manager" with the subject "Application for the Position of Cyber Security Specialist". The email body discusses the sender's interest in cybersecurity, hands-on experience, and motivation. It ends with a signature: "Warm regards, Muskan Kashyap muskan.kashyap@runqta.org [9630\*\*\*\*\*]". Below the email, it says "One attachment · Scanned by Gmail · Add to Drive". The bottom of the screen shows the Windows taskbar with various pinned icons and system status indicators.