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