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~

Application for Web Developer / Frontend Developer Position
1 message

Niranjan Yadav <niranjan.yadav.dev@gmail.com>   Fri, Nov 14, 2025 at 1:02 PM
To: "harshali.vaishnav@rungta.org" <harshali.vaishnav@rungta.org>

Dear Hiring Manager,

I hope you are doing well.
My name is Niranjan Yadav, and I am applying for the Web Developer / Frontend Developer position.

I have good knowledge of HTML, CSS, and JavaScript, and I am currently pursuing B.Tech (CSE Core) 1st Year at Rungta College of Engineering and Technology, Bhilai.
I am passionate about frontend development and continuously improving my skills by practicing projects.

Please find my attached resume for your consideration.
I would be grateful for an opportunity to contribute to your organization.

Thank you for your time.

Regards,
Niranjan Yadav
Phone: 6268279887
Email: niranjan.yadav@gmail.com

OBJECTIVE
Motivated and hardworking Web Developer / Frontend Developer skilled in HTML, CSS, and JavaScript. Seeking an opportunity to learn, grow, and contribute to a professional environment.

SKILLS
HTML5

CSS3

JavaScript

Responsive Web Design

Basic UI/UX Understanding

EDUCATION
B.Tech – Computer Science & Engineering (CSE Core)
Rungta College of Engineering and Technology, Bhilai
(1st Year – Pursuing)

PROJECTS
Personal Portfolio Website (Basic HTML/CSS)

Landing Page (HTML + CSS + JS)

STRENGTHS
Quick Learner

Good Communication

Problem Solving

Teamwork

DECLARATION
I hereby declare that the above-mentioned information is true and correct to the best of my knowledge.

— Niranjan Yadav
Resume

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