

## **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

