

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

Gmail

Compose

Inbox 36

Starred

Snoozed

Sent

Drafts 2

More

Labels +

in:sent

Application for Software Engineer Role

N Nupur Sharma <nupur.sharma@rungta.org>
to harshali.vaishnav ▾
Fri, Nov 14, 2025, 12:45 PM

Dear Hiring Manager,

I am writing to express my interest in the Software Engineer position at your company. I have a technical background in C, HTML, and JavaScript. Through multiple group projects, I've built strong problem-solving skills, teamwork experience, and the ability to deliver clean, functional solutions.

I have attached my resume for your review.
Please feel free to contact me if any additional information is required.

Regards,
Nupur Sharma
Email: nupursharma0710@gmail.com
LinkedIn: <https://www.linkedin.com/in/nupur-sharma-7a920b396>

Enable desktop notifications for Rungta College Mail.

Gmail

Compose

Inbox 36

Starred

Snoozed

Sent

Drafts 2

More

Labels +

in:sent

One attachment • Scanned by Gmail

REGISTRATION FORM
Name: NUPUR SHARMA
Email: nupursharma0710@gmail.com
Phone: 9898776543
Address: 123 Main Street, Anytown, USA
Date of Birth: 01/01/2002
Gender: Female
Marital Status: Single
Education: Bachelor of Science in Computer Science
Hobbies: Programming, Traveling, Photography
Skills: Java, Python, HTML, CSS, JavaScript
Work Experience: Intern at TechCorp (Summer 2024)
Project Experience: Developed a web-based application for managing customer data (Spring Boot, MySQL, Java)

Reply Forward