

## 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

### 3) Compose & send a professional email with an attachment as "you are applying for an internship, send email to HR with your resume attached.

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Subject: Application for Web Developer Role



Piyush Gupta <[piyushgupta1587@gmail.com](mailto:piyushgupta1587@gmail.com)>

to harshall.vaishnaw ▾

✉ Mon 17 Nov, 10:26



Dear Hiring Manager,

I hope you are doing well.

I am writing to apply for the position of Web Developer at your organization.

I am a B.Tech CSE student at Rungta International Skill University with a strong interest in web development. I have basic knowledge of HTML, CSS, JavaScript, along with programming experience in C and Python. I am constantly learning new technologies and improving my problem-solving skills.

I believe my dedication, curiosity, and willingness to learn make me a suitable candidate for this role.

I have attached my résumé below for your review.

Please feel free to contact me for any additional information.

Thank you for considering my application.

Looking forward to your response.

Warm regards,

Piyush Kumar

Phone: 9334692986

Email: [piyushgupta1587@gmail.com](mailto:piyushgupta1587@gmail.com)

One attachment • Scanned by Gmail ⓘ

Add to Drive



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