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

New Message

To   harshali.vaishnavi@rungta.org ✕

Subject Application for Data Analyst Position - Pulkit Singh

Dear Harshali Vaishnavi,

I am writing to express my interest in the Data Analyst opening at your company. With a strong foundation in data analysis, SQL, Python, and data visualization, I am confident in my ability to contribute effectively to your team. My LinkedIn profile demonstrates my commitment to learning and applying these skills. I am eager to bring my analytical mindset to this role, and I please ask you to consider my application.

I have attached my resume for your review and thank you for the opportunity to discuss how my qualifications match your needs.

Sincerely,
Pulkit Singh

📄 PDF pulkit_singh_resume.pdf ✕

Send