

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



Application for frontend developer internship Position

1 message

Satyam Kumar <satyam.kumar3@runqta.org>
to: firdaush.jahan@runqta.org

Fri, 5 Dec, 2025 at 7:47 pm

Dear HR,

I am writing to apply for the Frontend Developer Internship at Infosys. I am currently pursuing a B.Tech in Computer Science from Runqta International Skills University and am eager to gain practical experience in frontend development, UI design, responsive layouts, and web interface improvement.

I have basic knowledge of HTML, CSS, and JavaScript, along with familiarity in programming languages like Java and Python. I am actively developing my skills in frontend frameworks, user interface design, and client-side functionality, and I am always enthusiastic about learning new tools and technologies. I am confident that my creativity, technical abilities, and problem-solving mindset will allow me to contribute effectively during the internship.

Please find my resume attached for your review. I would be grateful for the opportunity to discuss how I can add value to your team.


Thank you for considering my application. I look forward to hearing from you.

Warm regards, Satyam

kumar

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 satyam.kumar3@runqta.org

 satyam_resume.pdf

106 KB