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.

Application for Internship – Tejas Kumar Yadaw   _ ⤢ ✕

🖉 Compose

firdaush.jahan@rungta.org

Application for Internship – Tejas Kumar Yadaw

📥 Inbox

☆ Starred

🕘 Snoozed

▷ Sent

🗋 Drafts

📦 Purchases

∨ More

Labels

Dear Sir/Madam,

I hope you are doing well. My name is **Tejas Kumar Yadaw**, and I am currently pursuing my studies at **RISU, Bhilai**. I am interested in applying for an internship at your organization to gain practical experience and enhance my technical skills.

I have skills in **C/C++, DSA, exploring AI, and front-end development**. I am confident that this internship will help me learn new technologies and contribute to your team.

I am attaching my **resume** for your reference. Kindly consider my application.

Thank you for your time.

Sincerely,
Tejas Kumar Yadaw
Email: tejaskyadaw@gmail.com
Phone: 9203273107

RESUME.pdf (357K)   ✕

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