

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

Output



Application for software developer BTech fresher

1 message

Zahid Raja <zahidraja9399@gmail.com>

Sat, 15 Nov, 2025 at 10:42 am

To: priya.das@rungta.ac.in

Zahid Raja
Basantpur Chainpur, muzaffarpur
Sahebganj, Bihar, 843125
7033403227
zahid.raja@rungta.org
15/11/2025

Linkdin id: https://www.linkedin.com/in/zahid-raja-534087385?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app

"Dear [saishish padhi]"

I am writing to apply for the position of HR. I believe that my skills and experience make me a strong fit for this role.

In my previous experience, I have developed skills such as:

- JAVA
- C++
- PYTHON

I am confident that I can contribute positively to your team and help the company achieve its goals. I am excited about the opportunity to bring my strength to your organization. Thank you for considering my application. I would welcome the chance to discuss my qualifications further in an interview.

Sincerely,
Zahid raja

Zahid Resume.pdf
26 KB