

## 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@runhta.ac.in

Zahid Raja  
Basantpur Chainpur, muzaffarpur  
Sahebganj, Bihar, 843125  
7033403227  
[zahid.raja@runhta.org](mailto:zahid.raja@runhta.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](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