

Newsletter Checklist

Content

- Subject line is clear, compelling, and relevant to job seekers
- Preview/preheader text is filled in and complements the subject line
- All job listings are accurate (title, company, location, salary if applicable)
- Job links/URLs are working and point to the correct listings
- No expired or already-filled job postings included

Design & Formatting

- Email renders correctly on mobile and desktop
- aikyam jobs logo should be at top centre
- Fonts and branding are consistent with aikyam jobs identity
- CTA buttons (e.g. "Details Here") are visible and working
- Snippets should be placed at the bottom
- All the text except title of the newsletter should be in left alignment



aikyamJobs

3 New Entry-Level Openings: Foss United, HR & Marketing

Campaigns and Advocacy Intern

Lead digital outreach, draft creative campaign messaging, and support flagship events | ₹15k /month
[Details Here](#) →

HR Executive/Assistant

Manage recruitment, payroll, and employee support for a community-focused NGO
[Details Here](#) →

Marketing & Fundraising Executive

Lead CSR partnerships and donor relations to support senior citizens
[Details Here](#) →

♥ **Know someone perfect for one of these roles?** Please forward this newsletter to your network! Your support helps us connect great people with great opportunities.

Never miss an opportunity — Follow us on [WhatsApp channel](#), browse our [curated job board](#), or [partner with us](#) to keep your students and alumni updated!

Listmonk Settings

- Correct mailing list(s) selected
- From name is set to "aikyam Jobs" (or appropriate sender name)
- Reply-to email address is correct
- Campaign name is properly labelled (e.g. "aikyamjobs – 25/03/2026" "aikyamjobs March 25, 2026)
- If needed Sending schedule/time is set appropriately

aikyamjobs: 25/3/2026

Campaign
Content
Attributes
Archive

Name
aikyamjobs: 25/3/2026

Subject
3 New Entry-Level Openings: Foss United, HR & Marketing

From address
aikyamjobs <hello@aikyamjobs.org>

aikyam jobs
Cold colleges 1
Social work colleges
Ignite 10%

College IDs Maharashtra

Lists (5)
Lists to send to

Messenger
email

Format
Rich text

Tags
Tags

Send later

[+ Set custom headers](#)

Testing

- Test email sent and reviewed before campaign launch
- Monitor overall look of the newsletter
- All links checked in the test email (including apply button in the post)
- Checked for typos and grammatical errors



Send test message

Hit Enter after typing an address to add multiple recipients. The addresses must belong to existing subscribers.

Monitor Post-Send

- Campaign launched successfully in Listmonk
- Monitor open rates and click rates after sending (after 48hrs)
- Check for bounce reports and clean the list if needed
- Note any issues for the next newsletter cycle

Revision #5

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