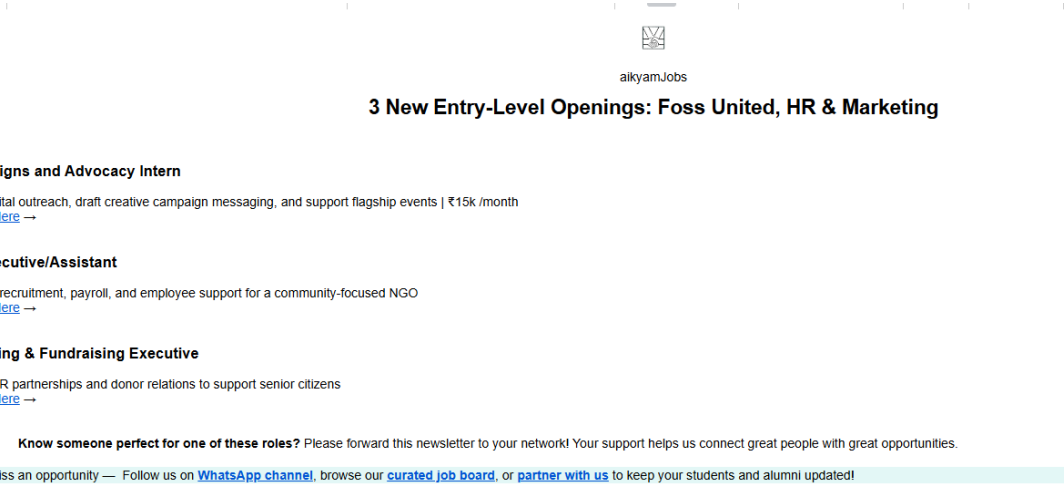
Newsletter Checklist

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

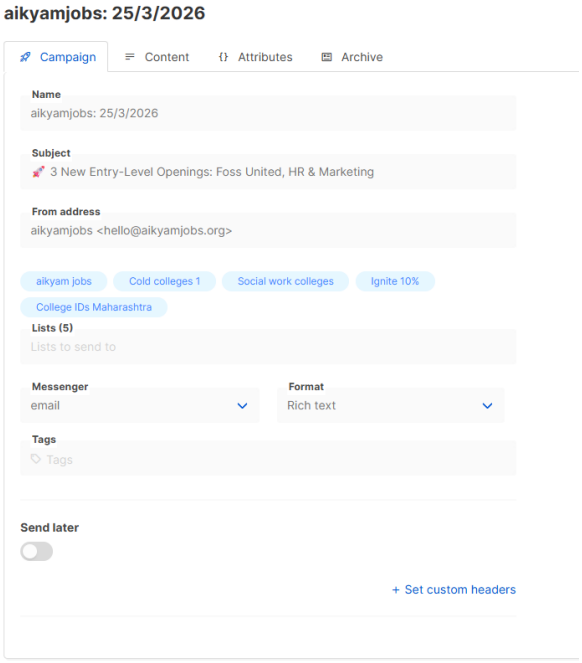
Lead CSR partnerships and donor relations to support senior citizens
Details Here →

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!

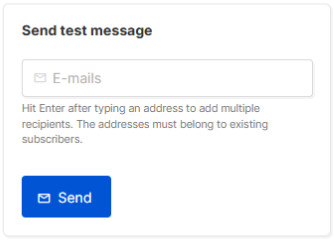
Listmonk Settings

- 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



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



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

Created 2026-03-27 07:30:12 UTC by Greeshma

Updated 2026-03-27 09:58:33 UTC by Greeshma