

Professional Newsletter

Newsletter template / DOCX, Google Docs, text-based PDF

Best for

Coaches, consultants, communities, and small teams

Summary

A repeatable editorial format for announcements, career tips, and polished internal updates.

Sample Skills

- Editorial planning
- Announcement structure
- Reusable sections

Sample Impact Bullets

- Open with the one update readers should remember.
- Separate timely announcements from evergreen resources.
- End with a clear next action and owner.