



EMAIL MARKETING
PORTOFOLIO
MURSIDI 2026

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cover letters





— ABOUT ME —

Hello everyone! I'm Mursidi, a certified Virtual Assistant starting my career journey with a strong commitment to continuous learning and growth. I bring over three years of experience working abroad in Oman as a barista, where I developed excellent communication, multitasking, and problem-solving skills.

I specialize also in sales and marketing support and providing behind-the-scenes assistance to help your business grow.

SERVICES

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MARKET
REASERCH

EMAIL
CAMPAIGN

EMAIL MARKETING
AUDIT & EMAIL NEWS
LETTER



EMAIL CALENDAR
MANAGEMENT & INBO
X



MARKET AND
COMPETITOR
RESEARECH



EMAIL CAMPAIGN
SETUP &
SCHEDULING



WORK SAMPLE

EMAIL MARKETING, (EMAIL CAMPAIGNS)



CLICK HERE !

email campagne



WORK SAMPLE EMAIL MARKETING. (EMAIL SIGNUP FORM)



15% off discount 2026

Sign up to KillerWilliams get special offers 2026

Opt in to receive news and updates.

get it now !

CLICK HERE !

signup form



WORK SAMPLE EMAIL MARKETING. (EMAIL SIGNUP FORM)

 **FIND YOUR
PERFECT HOME
TODAY**

Hi are you?
Looking for a modern home in a prime location? We've just listed a stunning property that might be exactly what you've been searching for.



Why Invest Now?
Real estate prices in this area have increased by 12% this year, making it one of the fastest-growing property markets. Secure your future with a smart investment today.

[CONTACT ME NOW!](#)

- 🛏 Bedrooms: 3
- 🚿 Bathrooms: 2
- 📏 Size: 180 sqm
- 💰 Price: \$385,000

CLICK HERE !

[newsletter](#)



WORK SAMPLE

EMAIL MARKETING. (COMPETITOR ANALYSIS)

No.	Brand/Produk	Website	Instagram	Facebook	Twitter	LinkedIn	YouTube	Spesifikasi Produk	Kelebihan Produk	Kelemahan Produk	Strategi Pemasaran	Saluran Pemasaran	Saluran Distribusi	Saluran Promosi
1.	Instagram: @sagehikmah													
2.	Instagram: @sagehikmah													

MARKET REASERCH

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MURSYIDI | 2026



EMAIL MANAGEMENT

- **INBOX ORGANISATION**

i will declutter by inbox categorizing, labeling, and prioritizing email, ensuring you never miss important message

- **EMAIL FILTERING**

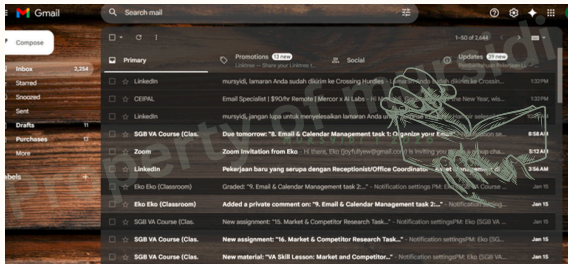
i will filter out spam and irrelevant emails, allowing you to focus on what matters most.

- **EMAIL FOLDERS &
ARCHIVING**

i will create folders for easy email retrieval and maintain an organized archive



WORK SAMPLE BEFORE, (INBOX ORGANIZATION)



WORK SAMPLE AFTER. (INBOX ORGANIZATION)

The screenshot displays a Gmail inbox with a dark theme. The left sidebar shows the 'Compose' button and a list of folders: 'Inbox' (2,243), 'Starred', 'Snoozed', 'Sent', 'Drafts' (11), 'Purchases' (1), and 'More'. Below these are 'Labels' for 'GITHUB' (1), 'LINKEDIN' (2), 'SGBVA BATCH 30' (30), and 'ZOOM' (4). An 'Upgrade' button is at the bottom of the sidebar. The main inbox area shows a list of emails under the 'Primary' tab, with 'Promotions' (12 new) and 'Social' tabs also visible. The email list includes:

- SGB VA Course (Clas.) - SGBVA BATCH 30 - Due tomorrow: "8. Email & Calendar Management task: Organize your Email" - No... - 8:58 AM
- Zoom - ZOOM - Zoom Invitation from Eko - Hi there, Eko (you're invited) - We're inviting you to join a grou... - 5:10 AM
- Eko Eko (Classroom) - SGBVA BATCH 30 - Graded: "9. Email & Calendar Management task: Notification settings (PLA..." - Jan 15
- Eko Eko (Classroom) - SGBVA BATCH 30 - Added a private comment on: "9. Email & Calendar Management task 2..." - N... - Jan 15
- SGB VA Course (Clas.) - SGBVA BATCH 30 - New assignment: "15. Market & Competitor Research Task..." - Notification settings... - Jan 15
- SGB VA Course (Clas.) - SGBVA BATCH 30 - New assignment: "16. Market & Competitor Research..." - Jan 15
- SGB VA Course (Clas.) - SGBVA BATCH 30 - New material: "VA Skill Lesson: Market and Competitor..." - Notification settings... - Jan 15
- SGB VA Course (Clas.) - SGBVA BATCH 30 - New assignment: "14. Market & Competitor Research Task..." - Notification settings... - Jan 15
- SGB VA Course (Clas.) - SGBVA BATCH 30 - New question: "Market and Competitor Research Quiz" - Notification settings ... - Jan 15
- Eko Eko (Classroom) - SGBVA BATCH 30 - Graded: "6. Create Your IG and LinkedIn Bio +..." - Notification settings PM: Eko (SG... - Jan 15
- Eko Eko (Classroom) - SGBVA BATCH 30 - Added a private comment on: "6. Create Your IG and LinkedIn Bio +..." - Notification... - Jan 15

A large, semi-transparent watermark reading 'Property of mursidi' is overlaid diagonally across the center of the screenshot.

WORK SAMPLE EMAIL FILTERING

MURSYIDI | 2026



Gmail Search mail

Settings

General Labels Inbox

The following filters are:

- Matches: from Do this: Apply
- Matches: from Do this: Apply
- Matches: from Do this: Apply

Select: All, None

Export Delete

Create filter Save

Create a new filter Import filters

The following email addresses are blocked. Messages from these addresses will appear in Spam:

You currently have no blocked addresses.

Select: All, None

Unblock selected addresses

← When a message is an exact match for your search criteria:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label: Choose label...

Forward it **Adc** New label...

Delete it

Never send it

Always mark it as

Never mark it as

Mark it as

Also apply filter to

Choose label...

New label...

GITHUB

INDEED

LINKEDIN

mursyidi

SGBVA BATCH 30

ZOOM

? Learn more

Create filter

WORK SAMPLE

PROFESSIONAL EMAIL REPLY

Apologies for the Delayed Response

Recipients

Apologies for the Delayed Response

Dear Mr. Thomson,

Thank you very much for your email and for the update. I truly appreciate your clarification and the effort you've put into revising the materials and addressing the feedback.

I understand the situation, and no worries at all regarding the delay. I've received the updated files and will review them carefully. Should I have any questions or require further clarification, I will be sure to let you know.

Thank you again for your professionalism and responsiveness. I look forward to our continued collaboration.

Kind regards,
Mursyidi

Thank you for your time and great appreciation.

Email Marketing

Virtual Assistant

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www.linkedin.com/in/mursyidi-ya-359668236

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EMAIL MANAGEMENT

- **SCHEDULING**

i will efficiently manage your appointment, meetings, and events, ensuring your calendar is up-to-date and well-organized

- **REMINDERS**

i will set up timely reminders for your upcoming events, helping you stay on top of your commitment.

- **MEETING COORDINATION**

if needed, i can coordinate and schedule meetings with participants, taking care of all the logistics.

- **TIME OPTIMIZATION**

i will work to maximize your time by minimizing scheduling conflicts and ensuring you have a clear view of your daily, weekly, and monthly commitments.



WORK SAMPLE

PROFESSIONAL EMAIL

CALENDAR MANAGEMENT

The screenshot shows a professional calendar application interface for January 2026. The main view is a weekly calendar grid with columns for Sun (18), Mon (19), Tue (20), Wed (21), Thu (22), Fri (23), and Sat (24). The current date, Tuesday, January 20th, is highlighted with a blue circle. On the left side, there is a sidebar with a 'Create' button, a monthly calendar overview for January 2026, a search for people field, and a list of calendars including 'Jack Mur', 'Birthdays', and 'Tasks'. The main calendar area contains several events and tasks represented by colored blocks:

- Monday, Jan 19:** 'New and filling' (green block), 'perform small marketing tasks' (yellow block, 7:30am - 12:30pm), 'cleaning apartment' (orange block, 1 - 2pm), and 'my work schedule on Sunday at' (green block, 2 PM - 4 PM).
- Tuesday, Jan 20:** 'my work schedule of the morning' (purple block, 7am - 9:30pm), 'books date entry to' (yellow block, 5 - 6pm), and 'my time work in appreciate cafe' (purple block, 7am - 2:30pm).
- Wednesday, Jan 21:** 'my work schedule on Wednesday' (blue block, 2:30 - 7pm), 'my work schedule at amam' (orange block, 8pm - 1am), and 'my time work at Friday at amam' (blue block, 2:30pm - 12:15am).

A large, stylized illustration of hands holding an open book is centered over the calendar grid. A large, semi-transparent watermark 'Property of Mursidi' is overlaid across the entire image.

TESTIMONIAL



Testimonial Project Email Marketing MURSYIDI | 2026

“The email marketing strategy from Especiale Cafe is amazing! After implementing the given strategy, our sales have increased significantly. The newsletters created are very effective and engaging! I'm extremely pleased with the results!”



Farid Al Hadi
Owner Especiale Cafe, Oman

5 stars rating

Decorative elements: envelope icon, bar chart, laptop with megaphone, coffee cup, and a hand holding a card.



Testimonial Project Email Marketing MURSYIDI | 2026

“Hasilnya luar biasa! Setelah menggunakan strategi email marketing yang dibuat, penjualan bisnis saya meningkat drastis. Email campaign-nya sangat efektif dan menarik! Saya sangat puas dengan hasilnya!”



Siti Amalia
Owner TokoHijabKu

5 stars rating

Decorative elements: paper airplane, bar chart, laptop with megaphone, and a hand holding a card.

CERTIFICATE OF PARTICIPATION



CERTIFICATE OF PARTICIPATION



This certificate is proudly presented to

Mursidi

for participation in the SGB Virtual Assistant Online Training held from 6 January to 16 February 2026.

Singapore, 20 February 2026

TATIANA GROMENKO

Founder of
SGB VA Course



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[Certificate](#)



CERTIFICATE OF PARTICIPATION



SGB Online Course



verified

Name

Mursidi

Certificate Type

Participant

Event Name

SGB Virtual Assistant Course Batch 30
Certificate of Participation (6 January - 16
February 2026)

Event type

Course

Start Date

01/05/2026

End Date

02/15/2026

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[Certificate](#)



TOOLS

I'M PROFICIENT IN

- . gmail and google calendar
- . other gmail and calendar management software, as required



HTML



CSS



JS



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LET'S COLLABORATE!

CLICK HERE !



INSTAGRAM

LINKEDIN

MARKET
REASERCH

CONTACT ME
NOW!



whatsapp+628123
3807814



murjack76@gmail.com



mursyidi.va

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