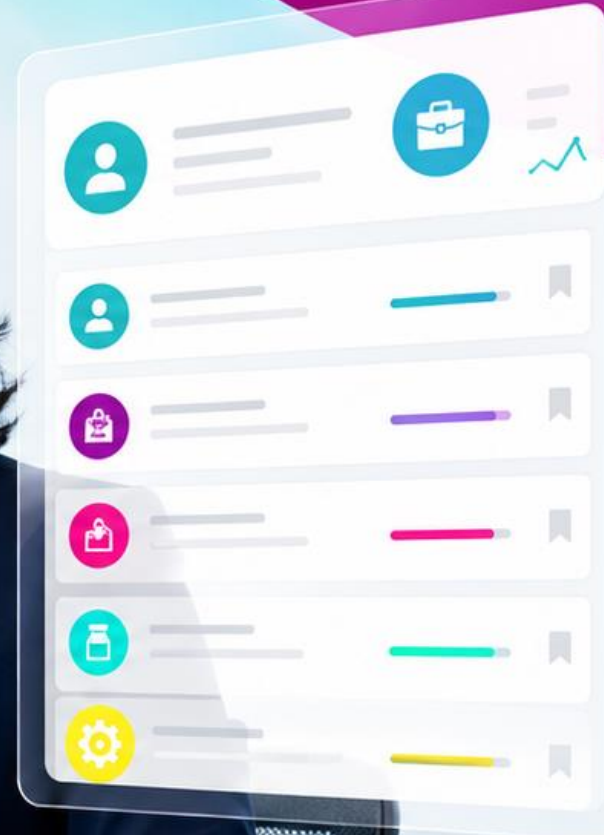


# Pharma Job Plan

A practical guide for biotech and pharma career search



# Why This Plan Helps Job Seekers

Most candidates do not need more random applications. They need a repeatable system that connects roles, keywords, skills, applications, and follow-up.

**1**

## Reduce noise

Use specialist pharma filters instead of scrolling through generic job posts.

**2**

## Improve fit

Match each role to evidence: certificates, GMP language, lab skills, and results.

**3**

## Apply faster

Track saved, applied, interview, and follow-up stages every week.

# The 7-Day Search System

**Day 1**

**Choose target roles**

**Day 2**

**Build keyword list**

**Day 3**

**Search focused job boards**

**Day 4**

**Match skills to descriptions**

**Day 5**

**Fix pharma resume**

**Day 6**

**Apply and track**

**Day 7**

**Prepare interviews**

# Day 1: Choose Your Target Role

- 1 Pick one main role family: QA, QC, RA, PV, Manufacturing, Validation, or Clinical.
- 2 Write three target titles at different levels: entry, associate, and specialist.
- 3 Save 10 real job descriptions and compare repeated skill requirements.
- 4 Avoid broad searches until your role keywords are clear.

## Day 2: Build Your Keyword List

Your keywords should come from real job descriptions, not from guesswork.

GMP

CAPA

ALCOA+

Validation

SOP

ICH

Deviation

Batch record

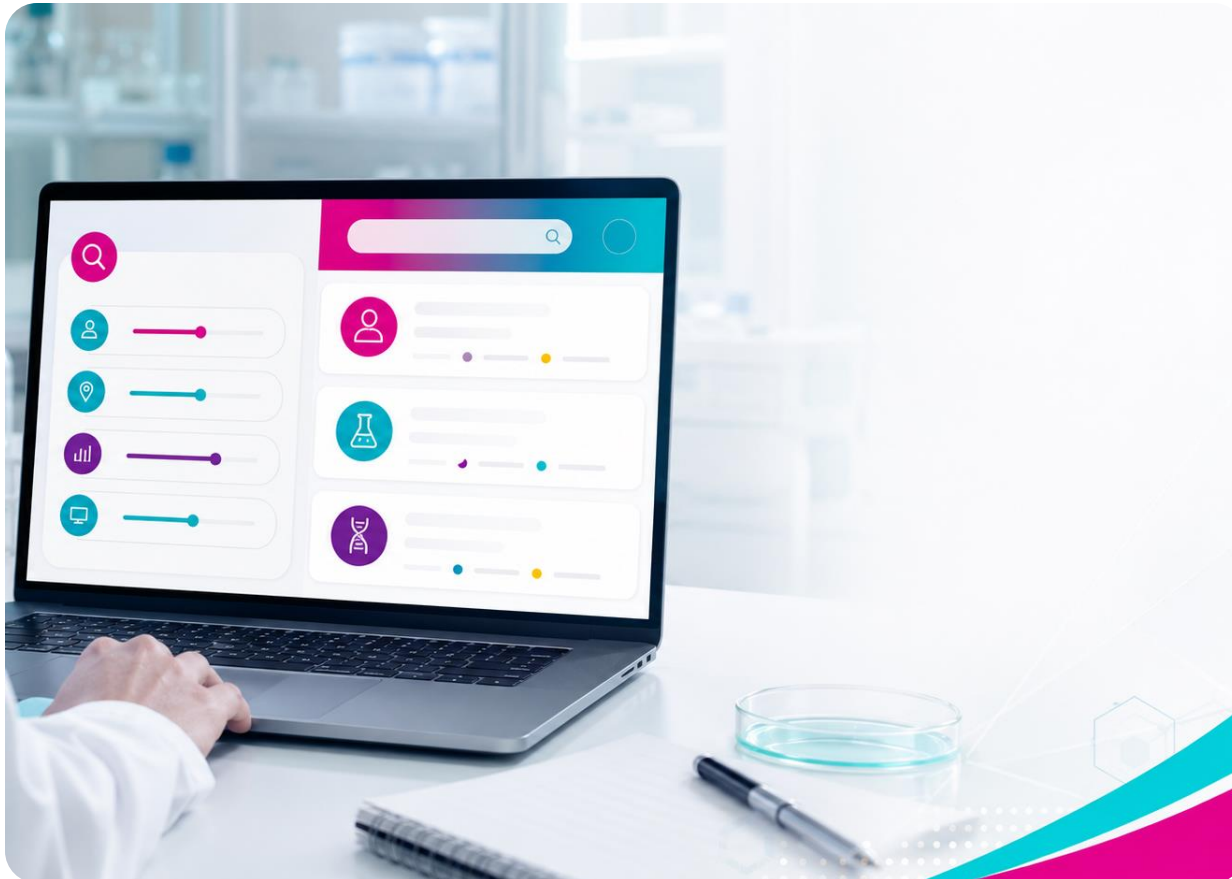
PV case

Regulatory submission

HPLC

Annex 1

## Day 3: Search the Right Job Boards



- 1 Use one specialist pharma source and one broad platform.
- 2 Filter by role, seniority, location, remote option, and contract type.
- 3 Apply early when the role is a strong match.
- 4 Check company career pages for active listings.

## Day 4: Match Skills to Job Descriptions

**A**

### Must-have skills

Skills repeated across most job ads.  
These belong near the top of your CV.

**B**

### Nice-to-have skills

Mention them when true, but do not  
let them weaken your main evidence.

**C**

### Skill gaps

Turn gaps into a learning list: one  
course, one project, one proof point.

# Day 5: Fix Your Pharma Resume



## Resume rule

**Every bullet should prove regulated work, technical skill, or measurable impact.**

- 1 Start with the target role.
- 2 Use pharma keywords naturally.
- 3 Add tools, standards, and results.
- 4 Remove generic career language.

# Resume Bullet Formula

## Action + Pharma Context + Tool/Standard + Result

Example structure: Supported deviation investigation in GMP manufacturing using batch records and CAPA follow-up to reduce repeat issues.

Use this for every target role

# Day 6: Apply Fast and Track Everything

Saved	Applied	Interview	Follow-up

Review the tracker every Friday. Drop weak-fit roles and follow up on strong-fit roles.

# Day 7: Prepare for Interviews

**S**

## Situation

Choose a real GMP, lab, compliance, or teamwork example.

**T**

## Task

Explain your responsibility clearly and keep the story focused.

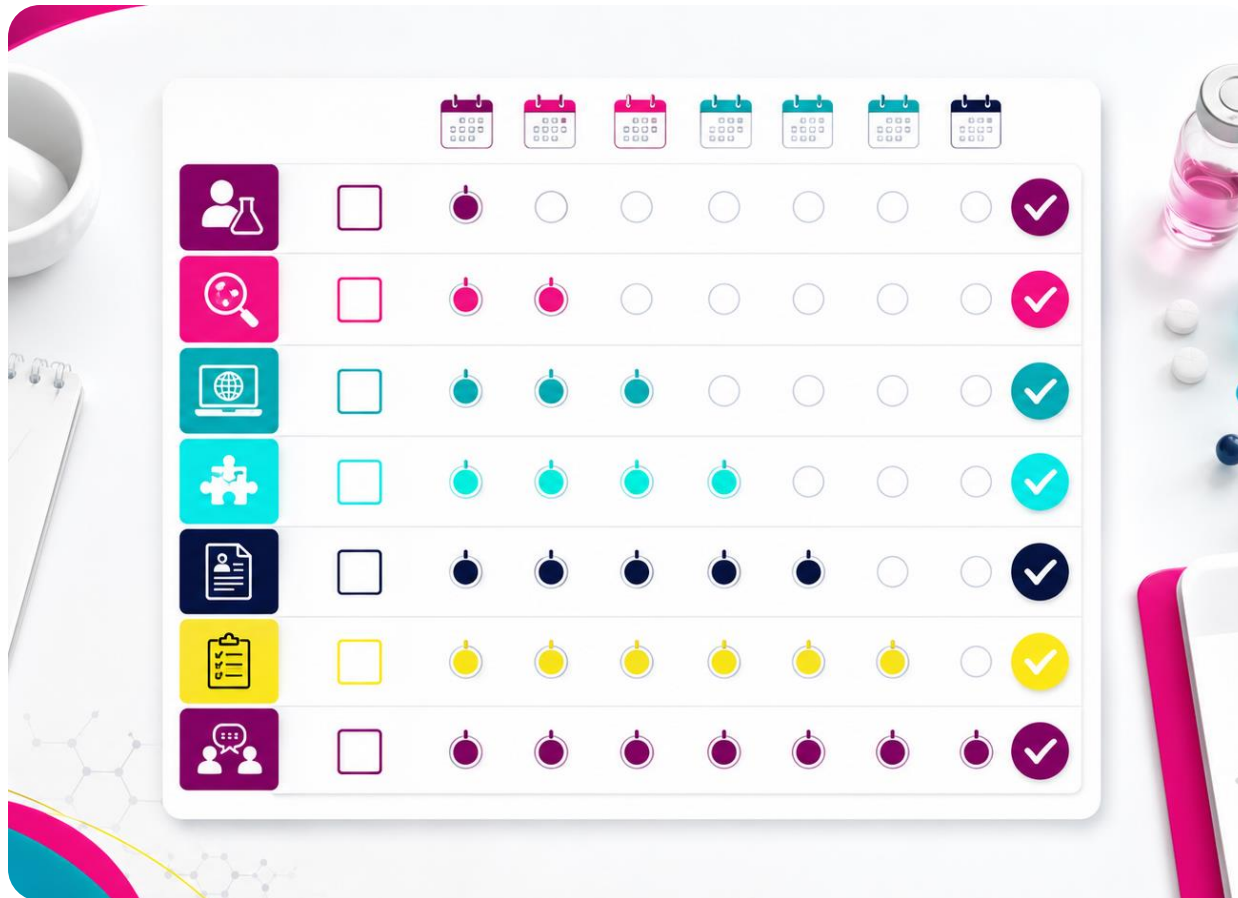
**R**

## Result

End with evidence: quality impact, time saved, risk reduced, or learning gained.

**Practice one technical answer, one behavioral answer, and one motivation answer before each interview.**

# Weekly Job Search Checklist



- 1 Update target roles and keywords.
- 2 Save five strong-fit jobs.
- 3 Apply to three best matches.
- 4 Send two professional follow-ups.
- 5 Add one new skill proof to your profile.

# Common Mistakes to Avoid

- 1 Using one generic CV for every role.
- 2 Searching only broad job titles and missing role variations.
- 3 Ignoring contract, shift, and location realities.
- 4 Forgetting image captions, internal links, and CTA tracking in old articles.
- 5 Letting old data or broken UTMs stay live.

# Next Step

## Learn, apply, improve

Use the checklist weekly. Update your CV with pharma proof, apply to better-fit roles, and prepare interview stories before recruiters call.

Start with [Pharmuni Jobs](#)

[pharmuni.com/jobs](https://pharmuni.com/jobs)

