

YAFFA GRACE & CO

BIOTECH + PHARMA JOB SEARCH CHECKLIST



- Brainstorm What You're Looking for in Your Next Role
- Take a Personal Inventory + Write Down Your Why
- Manage Expectations and Build Resiliency
- Subscribe to Industry News (Start with [BioSpace](#) & [FierceBiotech](#))
- Download the [FDA PDUFA Calendar](#)
- Subscribe to [Yaffa Grace & Co Hot Jobs List](#)
- Do a Social Media (Personal Brand) Audit
- Make a List of Target Companies
- Follow Top Companies and Industry Thought Leaders on Social Media
- Update Your LinkedIn Profile (Get More Recruiter Views by [Working With Us!](#))
- Professionalize Your Email Address and Signature
- Review Your Outgoing Voicemail Message
- Update Your Resume (We'll Help You Write One Specifically for Biotech + Pharma Jobs)
- Know Your Story + Nail Your Elevator Pitch
- Individualize Each Application
- Reach out to Headhunters + Recruiters
- Gather Letters of Recommendation
- Update Your Brag Book
- Set Weekly Networking Goals

THIS CHECKLIST IS JUST THE BEGINNING. VISIT YAFFAGRACECO.COM FOR OUR RESUME + LINKEDIN WRITING SERVICES (+MORE!) SPECIALIZED FOR BIOTECH AND PHARMA.