

GMP JOB READINESS CHECKLIST

Before you apply, prove you can work inside a regulated environment.

**A certificate is useful.
Job readiness needs
evidence.**



**CHECK
BEFORE
APPLYING**

QA

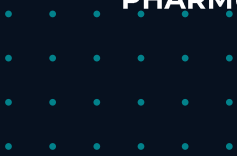
QC

Manufacturing

Validation

Document Control

GMP Audits



Choose one GMP target role

Do not apply everywhere. Each GMP job family expects different evidence.

ROLE FOCUS

1	QA	Batch review, deviations, CAPA, quality systems
2	QC	Sampling, testing, lab records, data integrity
3	Production	SOP execution, equipment use, batch records
4	Validation	Protocols, IQ/OQ/PQ, risk-based evidence
5	Document Control	Version control, EDMS, controlled documents

Read 3–5 vacancies for one role, then list repeated requirements.

Map transferable evidence

Your previous work can matter when it proves discipline, accuracy, and controlled execution.

FROM EXPERIENCE → GMP PROOF

- Lab work** → Data integrity, testing discipline, equipment care
- Healthcare** → Procedure following, patient safety, documentation
- Food / cosmetics** → Hygiene, contamination control, batch thinking
- Engineering** → Qualification logic, change impact, troubleshooting
- Logistics** → Traceability, controlled storage, expiry checks

Resume rule

Show what you did, which records you used, and what risk you controlled.

Interview rule

Prepare one example for accuracy, one for documentation, one for escalation.

Know the GMP documents behind the job

Most GMP roles are judged through controlled documents and reliable records.

SOPs

Follow approved instructions

Batch records

Document actual execution

Deviations

Report unexpected events

CAPA

Correct causes and prevent recurrence

Change control

Assess impact before change

Training records

Prove role readiness

Job signal

Candidates who can discuss these records sound more role-ready than candidates who only say “I know GMP.”

Turn skills into resume proof

Recruiters need concrete evidence, not only keywords.

WEAK STATEMENT

“I am familiar with GMP and documentation.”

STRONGER EVIDENCE

“Completed controlled records accurately, followed approved procedures, escalated errors, and supported review of quality documentation.”

ATS KEYWORDS TO USE CAREFULLY

GMP

SOP

GDP

Deviation

CAPA

Data integrity

Batch record

Change control

Prepare interview examples recruiters can trust

Use specific stories that show judgment, accuracy, and escalation behavior.

S**Situation**

What was the regulated task?

T**Task**

What were you responsible for?

A**Action**

What procedure did you follow?

R**Result**

What was controlled or improved?

Practice answers for:

- ✓ A time you followed a procedure exactly
- ✓ A time you found or reported an error
- ✓ A time you worked with records, checks, or review steps

Do not overclaim. Clear examples are stronger than broad statements.

Assess your application before applying

Use this checklist before sending your resume to a GMP employer.

- ✓ One target GMP role is selected
- ✓ Main job requirements are understood
- ✓ Transferable evidence is mapped
- ✓ GMP documents and systems are reviewed
- ✓ Resume is tailored with accurate keywords
- ✓ Interview examples are ready
- ✓ Skill gaps are identified for learning

Identify skill gaps and strengthen your application before applying.