

DOWNLOADABLE CHECKLIST

Remote Pharma Job Readiness Checklist

A practical guide for pharma learners who want to find, prepare for, and apply to remote roles without guessing what employers expect.

- Choose the right remote-fit role
- Build proof before applying
- Use smarter job filters and keywords

Use it with: **Pharmuni Jobs • Career Paths • Resume Builder • Cover Letter Builder**



1. Start with roles that really work remotely

Not every pharma job is equally remote-friendly. Focus on roles where the work can be done through documents, data, systems, and online collaboration.

Medical Writing

Protocols, reports, publications, narratives, and clear scientific documents.

Regulatory Affairs

Submissions, eCTD, document review, timelines, and authority communication.

Pharmacovigilance

ICSR screening, case processing, MedDRA coding, and signal support.

Clinical Data

Data cleaning, dashboards, reports, and database support.

Regulatory Operations

Publishing, submission tracking, document formatting, and Veeva/eCTD tasks.

QA Documentation

SOP review, training records, controlled documents, and audit support.

Quick filter: prioritize roles that ask for writing, data review, documentation, compliance systems, or cross-time-zone communication.

2. Build proof before you apply

Remote hiring is trust-based. Employers need to see skills, evidence, and reliability before they invite you.

Role basics

GMP, GCP, PV, RA, QA, data or writing fundamentals

Digital tools

Excel, eCTD basics, MedDRA, cloud DMS, trackers, collaboration tools

Remote habits

Clear emails, task ownership, secure workspace, timezone overlap

Proof assets

Certificates, sample documents, projects, portfolio, quantified results

Application assets

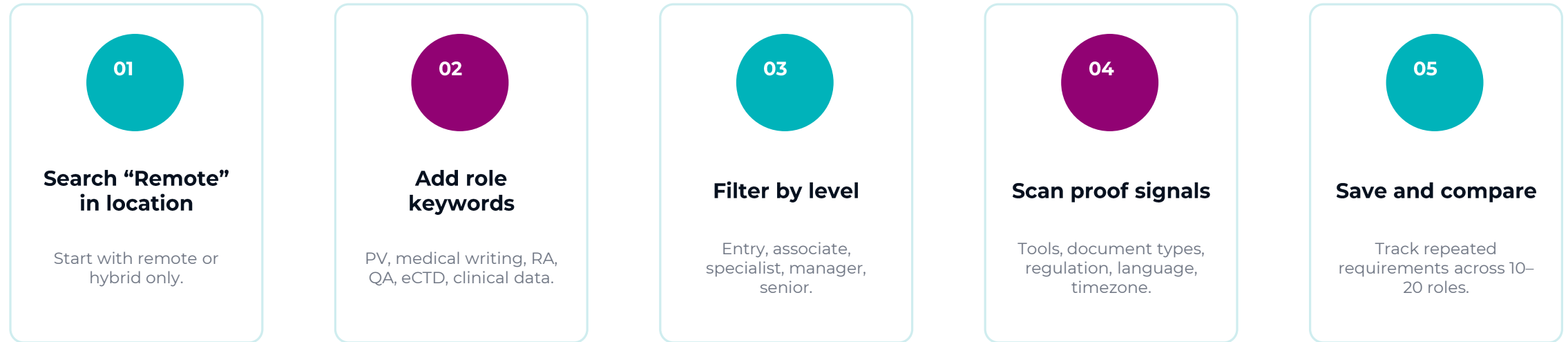
Targeted CV, remote-ready cover letter, LinkedIn/Profile signals



Before applying, ask: “Can my profile prove I can work without close supervision?”

3. Search smarter, not wider

Use narrow filters and role keywords. This saves time and helps you find jobs that match your current skill level.



Use one tracker: Job title • Role area • Required tools • Required proof • Salary/location • Application status

4. Your 7-day remote pharma action plan

Turn the article into a practical weekly checklist readers can follow immediately.

Day 1	Pick one target role	☐
Day 2	Collect 15 job posts	☐
Day 3	List repeated skills	☐
Day 4	Close one knowledge gap	☐
Day 5	Create one proof sample	☐
Day 6	Update CV and profile	☐
Day 7	Apply to 5 matched jobs	☐

Best downloadable section: add this checklist after “How to Become Eligible for Remote Pharma Jobs.”

Ready to work online in pharma?

Use Pharmuni to learn the basics, prove your skills, and apply with stronger career signals.

Learn

Career Paths and courses for GMP, PV, RA, QA, and clinical basics.

Prove

Certificates, Professional Profile, and practical skill signals.

Apply

Pharmuni Jobs, Resume Builder, and Cover Letter Builder.

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