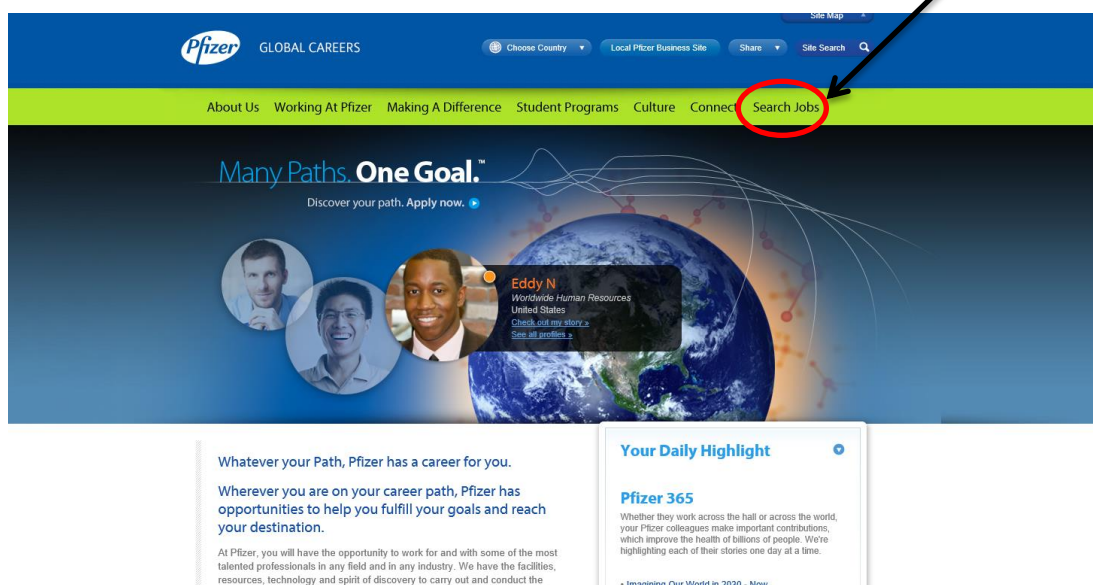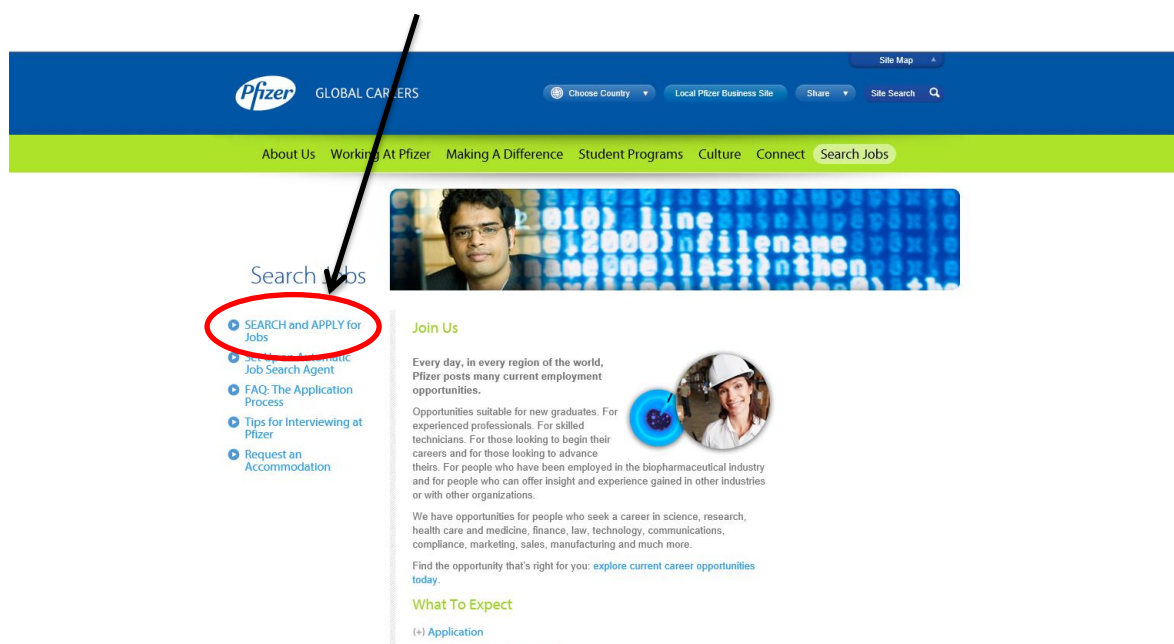# How to COMPLETE and SUBMIT your APPLICATION

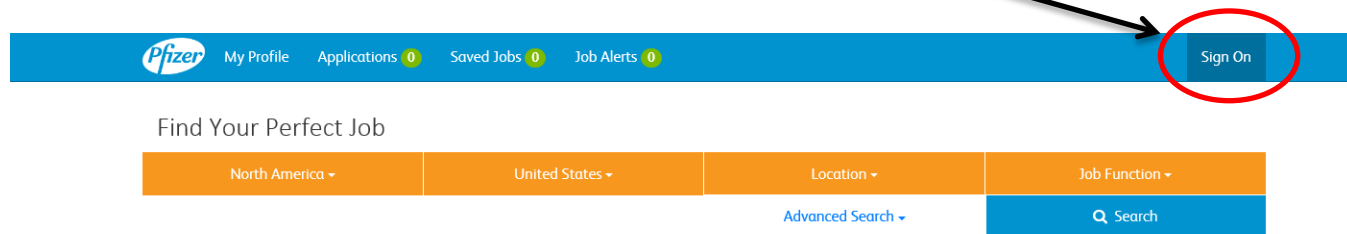Firstly go online to www.pfizercareers.com and click on Search Jobs

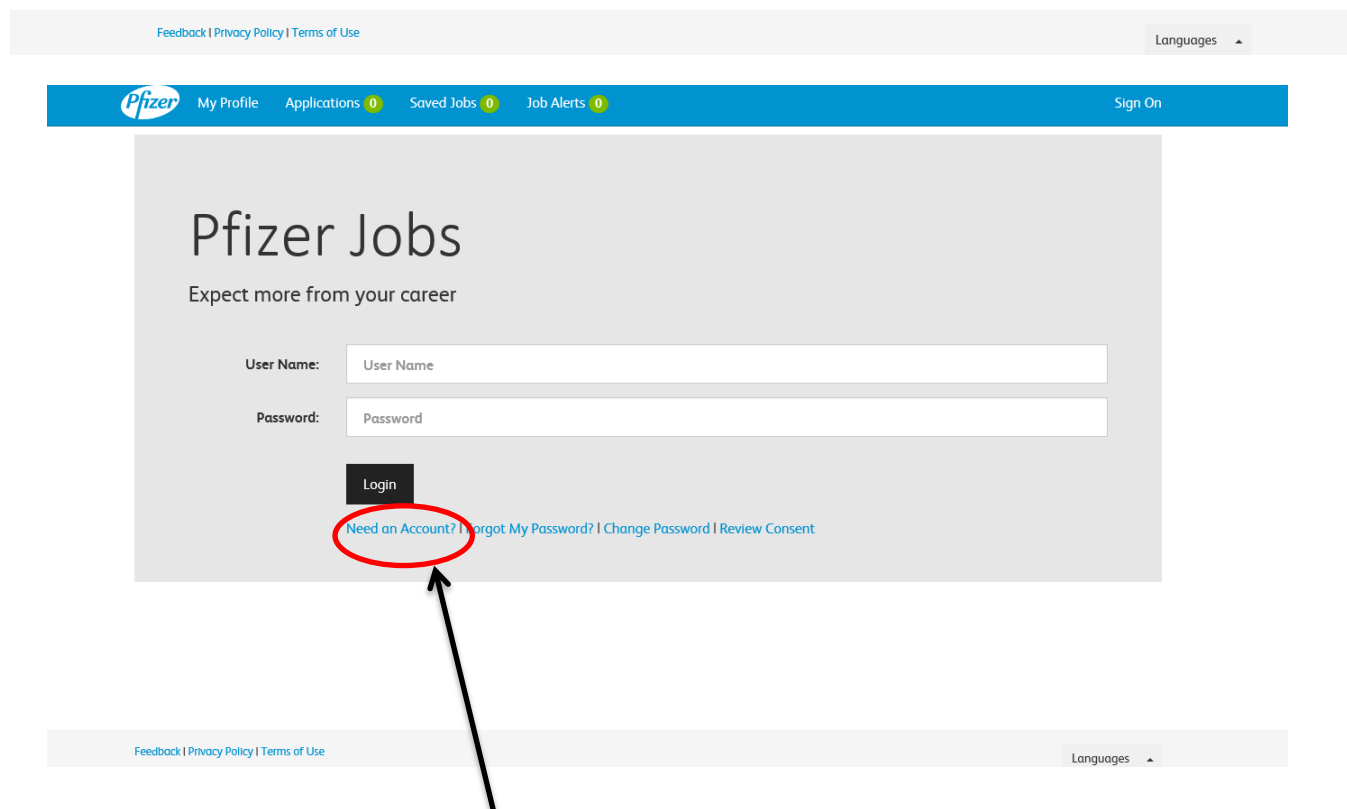Then click on the **SEARCH and APPLY for Jobs** button

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- This screen will appear and you will need to create a profile by clicking the sign on button

Pfizer   My Profile   Applications 0   Saved Jobs 0   Job Alerts 0   Sign On

Find Your Perfect Job

North America ▾	United States ▾	Location ▾	Job Function ▾
		Advanced Search ▾	🔍 Search

To find your perfect job, use the drop down menus above and then press the Search button.

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Pfizer   My Profile   Applications 0   Saved Jobs 0   Job Alerts 0   Sign On

Pfizer Jobs
Expect more from your career

User Name: [User Name]

Password: [Password]

[Login]

Need an Account? | Forgot My Password? | Change Password | Review Consent

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- Click on the 'Need an Account?' button to create your User Name and Password

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- Create your own User Name and Password and click register

- Read the Terms and Conditions and if happy tick the box agreeing to the Terms and Conditions then click continue

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- Fill in all your contact information

- Title your Application Form and click on the Upload Resume button to upload your Application Form

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- Click on Browse and select your Application Form and press the Upload button. **DO NOT UPLOAD YOUR CV OR COVER LETTER**. Any CV's or Cover Letters won't be taken into consideration. You MUST complete the Application Form

- After uploading your Application Form press the Save button

My Profile   Applications 0   Saved Jobs 0   Job Alerts 0   Log Out

Save Confirmation

Thank you for registering with Pfizer jobs and creating your profile. Please return to the job search page to apply for current opportunities.

OK

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- Click OK and this screen will then pop up and you will need to click on Advanced Search tab

My Profile   Applications 0   Saved Jobs 0   Job Alerts 0   Sign On

Find Your Perfect Job

| North America ▾ | United States ▾ | Location ▾ | Job Function ▾ |

Advanced Search ▾   Q Search

🖫 Save   ⟳ New

To find your perfect job, use the drop down menus above and then press the Search button.

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- Type in the Job Requisition ID (you will find the Job Requisition ID under the placements available section on the Industrial Trainee website) for the position you want to apply for in the 'Job ID' box and press Search

- The role will appear at the bottom of the screen
- Click on the Posting Title

- Click on the Apply Now button

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- Click the box to use the Application Form you have uploaded
- Choose an option under how you heard about the job
- Click Apply Now

- You have now submitted your application
- If you would like to apply for a second position please complete the same process again and change the Job Requisition ID