



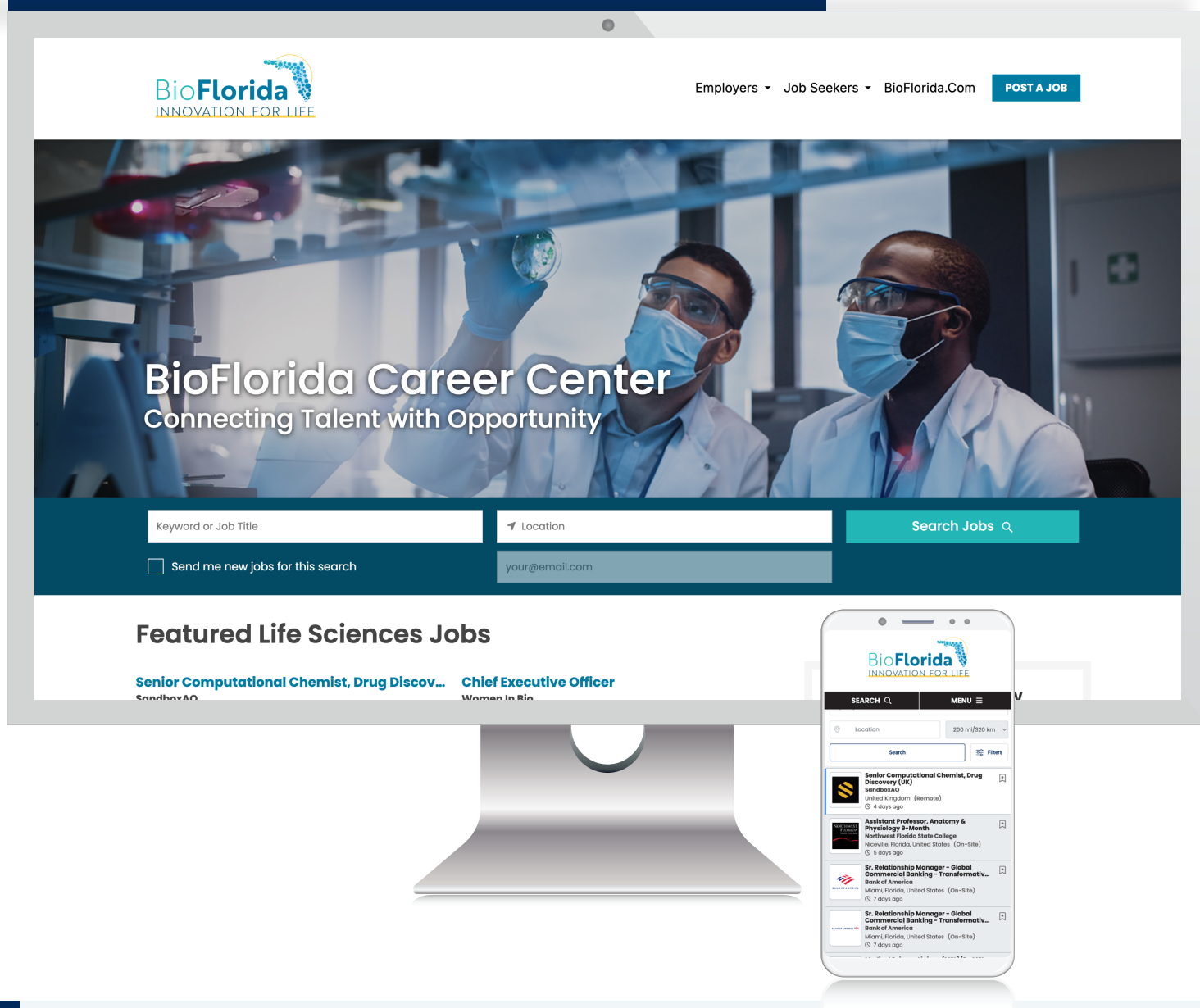
CAREER CENTER

JOB SEEKER MANUAL



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Welcome to the BioFlorida Career Center

The BioFlorida Career Center connects life sciences professionals with meaningful opportunities across biotechnology, pharmaceuticals, medical technology, and healthcare innovation. Whether you are pursuing roles in research and development, clinical trials, regulatory affairs, manufacturing, or other related life science organizations, we help you take the next step in your career with confidence.

JOB SEEKER BENEFITS

- **CREATE JOB ALERTS** and receive opportunities that match your skills, interests, and career goals.
- **UPLOAD YOUR RESUME** and connect with employers actively seeking qualified professionals. You stay in full control of your visibility.
- **RECEIVE A FREE RESUME REVIEW** to strengthen your professional presentation and increase your chances of landing interviews.
- **STAND OUT WITH PREMIUM SERVICES** including professional resume writing and interview preparation tailored to your career path.
- **ACCESS CAREER RESOURCES** covering professional growth, industry trends, leadership development, and work-life balance.
- **PARTNER WITH A CAREER COACH** who can help you clarify your goals, navigate career transitions, and build a strong professional brand.
- **EXPLORE COMMUNITY CONNECTIONS** to discover opportunities aligned with your values and professional interests.
- **USE AI-POWERED INSIGHTS to quickly** evaluate job postings and understand how well they match your experience and long-term career goals.

Creating Your Job Seeker Account

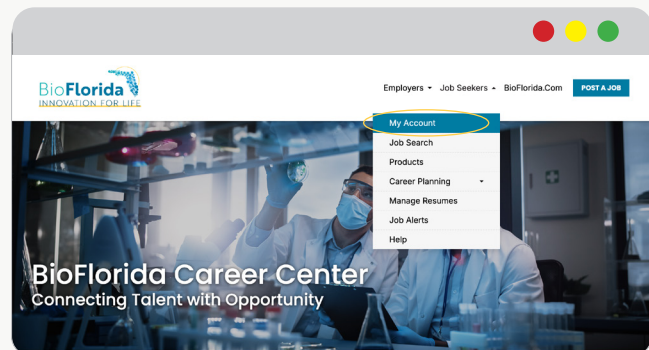
<https://med.bio.fl.associationcareernetwork.com/account/>

Your account allows you to set up job alerts, apply for top jobs in the industry, publish your resume, and access other functions that require your login.

1. On the med.bio.fl.associationcareernetwork.com homepage under the job seeker section, click on the My Account link.
2. Login and enter your details under the Create a New Account section.
3. Enter all required information.
Tip 1 - All required fields are marked with an asterisk.
Tip 2 - Keep your login credentials in a secure place. You will need these to log in later.
4. You'll then arrive at your primary account homepage, which is displayed each time you log in.

ACCESSING YOUR ACCOUNT

Maximize your account: track applications, check messages, and get a FREE resume review!



Your My Account page includes several options:



SETTINGS

allows you to update personal information that was entered when the account was created.



MY MESSAGES

holds a welcome message that introduces you to your account and the functionality of the board. It also contains notifications and contact requests from employers.



MY JOB APPLICATIONS

organizes the job applications you've sent to employers and recruiters.



MY SAVED JOBS

contains jobs you've saved to review later or apply to at another time.

Job Alerts

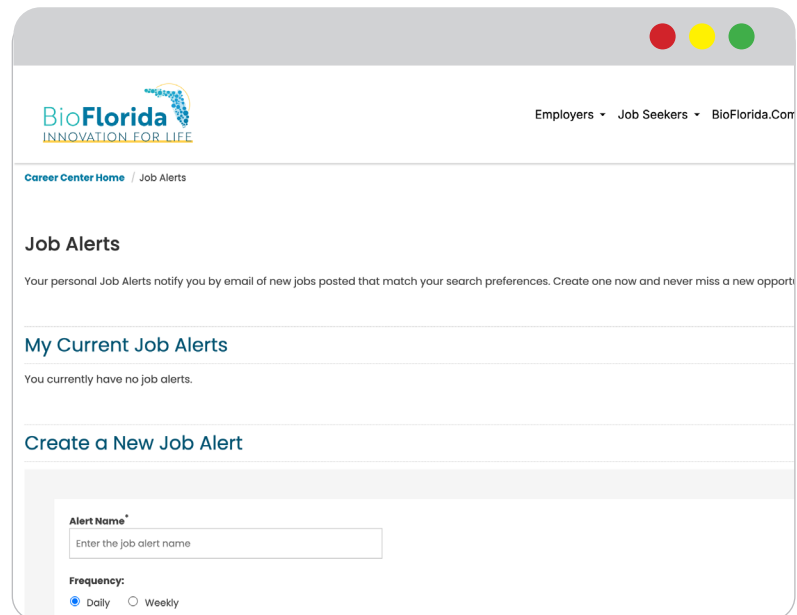
<https://med.bio.fl.associationcareernetwork.com/job/alerts/>

Sign up for our Job Alerts and have any jobs matching your criteria sent straight to your inbox. There are 2 ways to sign up for a job alert:

1. From your account.

To create a job alert, set the desired criteria by using the fields under **“Create a New Job Alert.”**

(Note: You'll only get a job alert when jobs with those exact job functions, industries, and locations are selected.)



2. From “Search Jobs” page.



Search for jobs on med.bio.fl.associationcareernetwork.com and apply filters to view only jobs relevant to you.



When job results appear, enter your email address in the pop-up window.



Once completed, you will receive an email asking you to activate the job alert.



Click the activation link to start receiving job alert emails that match your criteria.

Searching and Viewing Jobs

<https://med.bio.fl.associationcareernetwork.com/jobs/>

SEARCH JOBS

The screenshot displays the BioFlorida Career Center Job Seeker Manual interface. The top navigation bar includes the BioFlorida logo, navigation links for Employers, Job Seekers, BioFlorida.Com, and Sign-In Or Create Account. The main content area is divided into three sections:

- Job Listings (Left Sidebar):** A list of job postings with icons, titles, locations, and dates. The first job is "Senior Computational Chemist, Drug Discovery (UK)" by SandboxAQ, located in the United Kingdom (Remote), posted 4 days ago. Other jobs include "Assistant Professor, Anatomy & Physiology 9-Month" by Northwest Florida State College, "Oncology Sales Specialist - Tampa" by NeoGenomics Laboratories, "Sr. Relationship Manager - Global Commercial Banking - ..." by Bank of America, and "Medical Science Liaison (MSL)/Sr. MSL - Southeast" by Genmab.
- Job Details (Main View):** The details for the "Senior Computational Chemist, Drug Discovery (UK)" job. It includes the company logo (SandboxAQ), location (United Kingdom - Remote), and a description of the role. The job is posted 4 days ago. There is an "APPLY" button and an "AI Summary & Insights" button.
- Location Insights (Right Panel):** A panel titled "Job Location" showing data for the city of London, United Kingdom. It includes a "Median Salary" of \$4,930, a "Cost of Living Index" of 88/100, a "Median Apartment Rent in City Center" of \$3,014 - \$5,005, and a "Safety Index" of 45/100. It also lists "Utilities" such as Basic (Electricity, heating, cooling, water, garbage for \$15 sq ft apartment) and High-Speed Internet.

From here, you can “Bookmark Jobs” and “Receive Alerts for this Search”.

To bookmark jobs, click the “star” icon next to the preferred job and a pop-up window will appear to notify you that your job has been saved to your account.

To receive alerts for your search, toggle the alert option, click ‘Create Alert’ in the pop-up window, and enter your email address.

WHAT'S NEW

Streamlined Job Search with Tailored Location Insights:

With global data on salary, safety, cost of living, and more, this tool simplifies your job search and helps you confidently decide when to apply for your dream job.

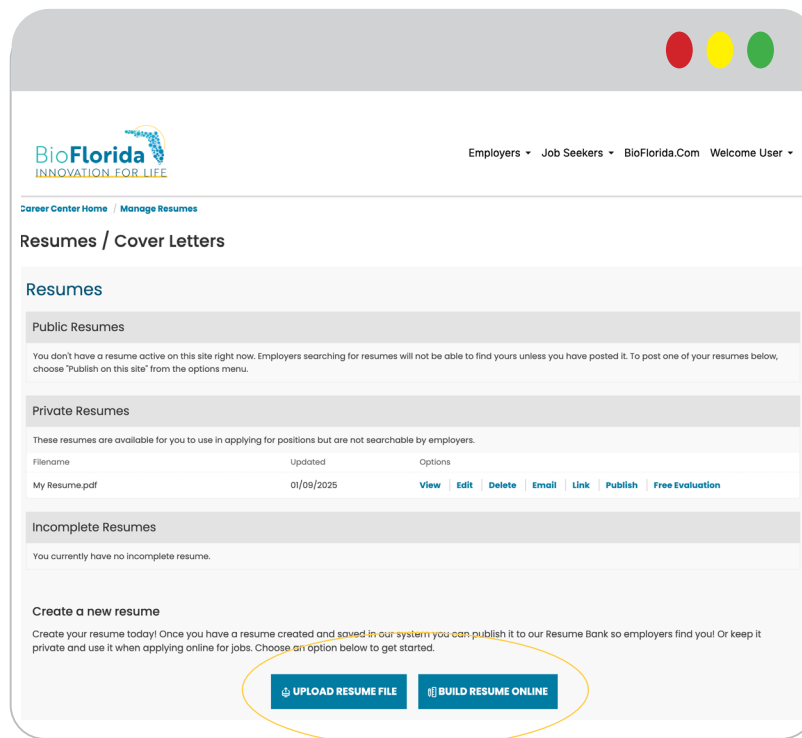
VIEW JOBS

The screenshot displays the BioFlorida 'Job Search' interface. On the left, a list of job results is shown, including positions at SandboxAQ, Northwest Florida State College, NeoGenomics Laboratories, and Bank of America. The main area on the right provides a detailed view of the 'Senior Computational Chemist, Drug Discovery (UK)' role at SandboxAQ. This view includes a search bar, filters for location (United Kingdom) and distance (200 mi/320 km), and an 'APPLY' button. Below the job title, it specifies 'United Kingdom • (Remote)' and 'Posted 4 days ago'. The 'Description' section details SandboxAQ's focus on AI solutions and its global team. On the far right, a sidebar provides local cost-of-living data for London, including Median Salary (\$4,930), Cost of Living Index (88/100), Median Apartment Rent (\$3,014 - \$5,005), Safety Index (45/100), and Utilities (Basic: \$226 - \$705, High-Speed Internet: \$33 - \$53).

Spend less time searching and more time applying to relevant positions with the immersive “**Job Search**” page. The layout allows you to view job search results and job details on one screen, making searches faster.

Resume Career Profile

<https://med.bio.fl.associationcareernetwork.com/resumes/>



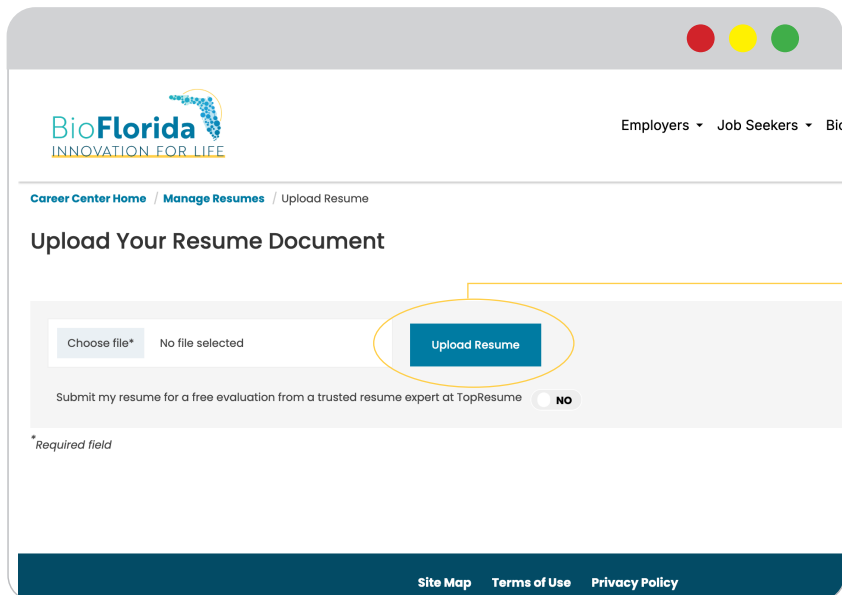
You have two options on how to build your profile on the Job Board.

1. Upload an existing document (DOC, PDF)
2. Build online resume

You can store multiple resumes on your account, but you'll need to select one to be published to the resume bank for employers to view. By default, your resume stays anonymous until an employer submits a contact request, which will then allow them to reach out to you directly.

YM Careers uses a third-party parsing software to pinpoint specific contact information in a document and hide it from an employer's view. While the parsing is accurate, we provide users with steps to double-check their work before saving the final version of the resume.

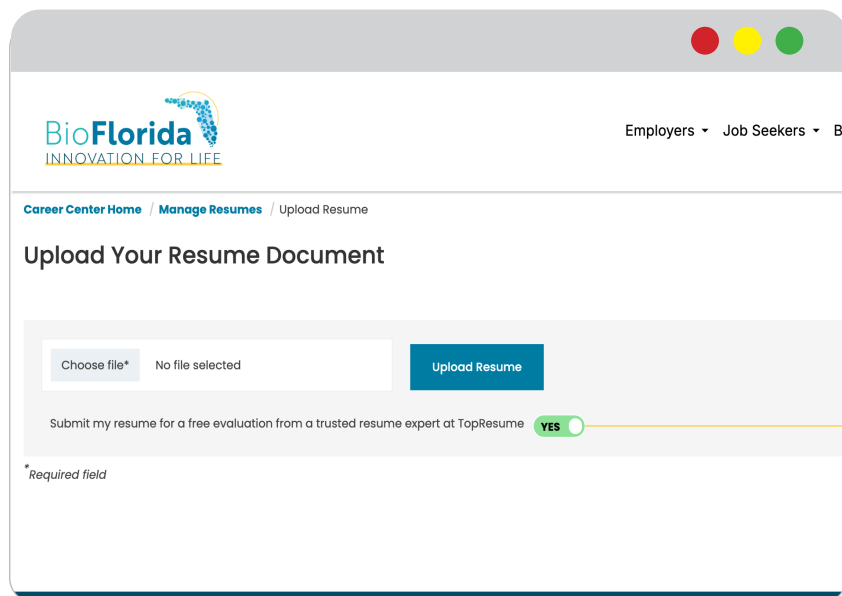
UPLOAD AN EXISTING DOCUMENT



The screenshot shows the BioFlorida website's 'Upload Your Resume Document' page. The page header includes the BioFlorida logo and navigation links for Employers, Job Seekers, and Bio. The main heading is 'Upload Your Resume Document'. Below this, there is a file selection area with a 'Choose file*' button and a 'No file selected' status. To the right of the file selection area is a blue 'Upload Resume' button, which is circled in orange. Below the file selection area, there is a checkbox labeled 'Submit my resume for a free evaluation from a trusted resume expert at TopResume' with a 'NO' option selected. A small asterisk and the text '* Required field' are visible below the checkbox. The footer contains links for Site Map, Terms of Use, and Privacy Policy.

We accept resumes in both DOC and PDF format.

To upload, browse for the file to upload, then click on the "Upload Resume" button.



The screenshot shows the same BioFlorida website page, but with the 'Submit my resume for a free evaluation from a trusted resume expert at TopResume' checkbox checked, showing 'YES'. The 'Upload Resume' button remains circled in orange. The rest of the page layout and content are identical to the previous screenshot.

You also have an option to submit your resume for FREE evaluation from a trusted resume expert at TopResume.

BUILD AN ONLINE RESUME

The screenshot shows the 'Create a New Resume' page in the BioFlorida Career Center. The page has a header with the BioFlorida logo and navigation links for Employers, Job Seekers, and BioFlorida.Com. Below the header, there's a breadcrumb trail: Career Center Home / Manage Resumes / Create. The main heading is 'Create a New Resume'. A sub-heading says 'Resume Settings'. Below this, a note states: 'This is for your own reference. It will not be visible to employers.' There is a text input field labeled 'Resume Name *'. Below the input field, there's a section for 'Contact Information' with a note: 'This contact information will only be shown when you release it to an employer.'

Once you have reviewed the information and are ready to proceed, click the “Save and Continue” button at the bottom of the screen. This is also where you can choose to immediately publish your resume in the resume bank.

A few things to keep in mind or note about this setup:

- All fields with the * (asterisk) are required. A user cannot move forward without filling them.
- Any information not filled in, but is required, is flagged if the user tries to upload information. The user must go back, then fill in the missing information field indicated with the red flag.
- The summary highlights your profile and is the section employers see when browsing the resume bank. This section is limited to 200 characters.

RESUME OPTIONS

VIEW – This allows you to view the resume. Contact information is included. As the job seeker, you see your information.

EDIT – Go back at any time and edit or update any of the information you previously added to the site.

DELETE – Remove the resume completely from your account.

E-MAIL – This allows you to directly e-mail a resume to an address that's typed into the field.

PUBLISH – This allows you to make your resume searchable by employers. When you click “Publish” & confirm, your resume will be publicly available for recruiters to find.

FREE EVALUATION – This option provides a professional review of your resume. Clicking on it will submit your resume for feedback, and you will receive suggestions on how to improve it.

The screenshot shows the 'Resumes / Cover Letters' page in the BioFlorida Career Center. The page has a header with the BioFlorida logo and navigation links for Employers, Job Seekers, and BioFlorida.Com. Below the header, there's a breadcrumb trail: Career Center Home / Manage Resumes. The main heading is 'Resumes / Cover Letters'. Below this, there's a section for 'Resumes'. Under 'Resumes', there are three sub-sections: 'Public Resumes', 'Private Resumes', and 'Incomplete Resumes'. The 'Public Resumes' section has a note: 'You don't have a resume active on this site right now. Employers searching for resumes will not be able to find yours unless you have posted it. To post one of your resumes, choose "Publish on this site" from the options menu.' The 'Private Resumes' section has a note: 'These resumes are available for you to use in applying for positions but are not searchable by employers.' Below this, there is a table with columns: Filename, Updated, and Options. The table has one row: 'My Resume.pdf', '01/09/2025', and a row of buttons: View, Edit, Delete, Email, Link, Publish, Free Evaluation. The 'Incomplete Resumes' section has a note: 'You currently have no incomplete resume.'

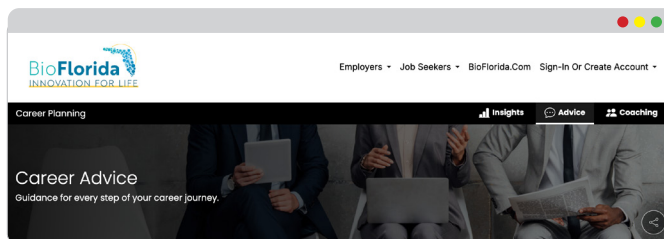
Career Planning Portal

The BioFlorida Career Center serves as a complete career planning destination where job seekers can access valuable tools and guidance to support their professional growth.

CAREER ADVICE

<https://med.bio.fl.associationcareernetwork.com/career-advice/>

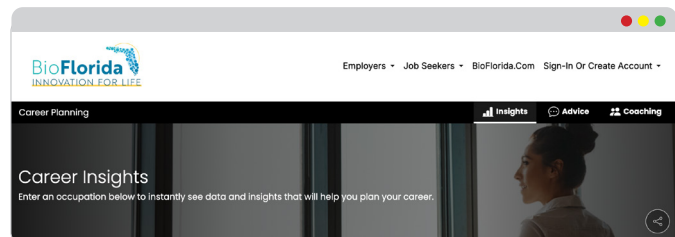
Explore expert articles covering job search strategies, resume writing, interview preparation, and career development in the life sciences profession.



CAREER INSIGHTS

<https://med.bio.fl.associationcareernetwork.com/career-insights/>

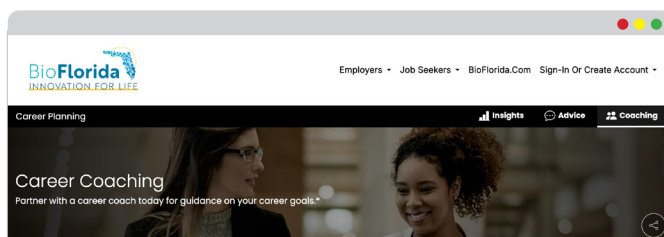
Stay informed with industry trends, professional guidance, and insights designed to help life sciences professionals navigate their career path.



CAREER COACHING

<https://med.bio.fl.associationcareernetwork.com/career-coaching/>

Connect with professional career coaches who can help you clarify your career goals, strengthen your resume, and prepare for interviews.



Explore a variety of coaches to find the right professional who can guide you toward your next career opportunity.

Job Seeker Premium Services

<https://med.bio.fl.associationcareernetwork.com/pricing/>

Stand out from the competition. Job Seeker Premium Services on the BioFlorida Career Center offers you professional writing assistance and interview preparation to capture the attention of potential employers and land your dream role.

The screenshot shows a web browser window with the BioFlorida logo (tagline: INNOVATION FOR LIFE) and navigation links for Employers, Job Seekers, BioFlorida.Com, and a Welcome User message. The main heading is "Job Seeker Premium Services" with the subtext "Level up your career game with confidence". Below this, a paragraph states: "Our top-notch resume, cover letter, and LinkedIn services will make you stand out from the crowd, impress employers, and score those dream job offers. Gain perspective and confidence from the experts, and increase your job search success with a quick turnaround." Two service cards are displayed side-by-side. The first card, "Free Resume", offers a confidential review for \$0 and includes a "GET STARTED" button. The second card, "Professional Growth", offers an expertly written and keyword-optimized resume for \$149 and includes a "BUY NOW" button. Both cards list specific benefits with checkmarks.

Free Resume

Get a free, confidential review from a resume expert.

\$0

GET STARTED

- ✓ Reviewed style & organization to make sure your resume is neat and clearly organized.
- ✓ Writing & mechanics checked to ensure the writing is easy to understand and free of mistakes.

Professional Growth

An expertly written and keyword-optimized resume that sets you apart.

\$149

BUY NOW

- ✓ Professionally written by experts that know your industry.
- ✓ Formatted to get an Employer's attention.



Personalized CVs for Success.

Get noticed by employers with a tailored CV that showcases your strengths.



Cover Letters to Make an Impact.

Secure more interviews with professionally formatted cover letters.



Interview Prep.

Increase interview readiness with guidance from an expert.



LinkedIn Profiles that Stand Out.

Optimize your profile for job-search success.

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