

FAB Sheet Preparation

1. Make several copies of the blank **F**eatures, **A**ccomplishments and **B**enefits sheet.
2. Set aside time (about 2 to 3 hours).
3. Analyze each position you have held and what you have accomplished.
4. List **Features** highlighting your education, number of years in the industry and varieties of experiences, patents, licenses, awards, special seminars and unique life experiences.
5. In chronological order from present to past, prepare a timetable of your employment history. Under **features**, list all positions and significant duties, no matter how small, including all promotions. List all significant **accomplishments** for each position. Try to qualify them with specific accomplishments using numerical percentages and/or volumes wherever possible. Employers are concerned with two things: first, what you accomplished; and second, but just as important, how you accomplished it. (See the sample and notice the bullets under the **Accomplishment** section. This section is extremely critical in quantifying how you have accomplished what you have accomplished.) Identify your specific talents and how you can **benefit** the new employer because of past experience, accomplishments or training. Choose the most compelling reasons someone should hire you in preference to someone else and how your past accomplishments (and how you accomplished them) would make you head and shoulders above someone else.
6. Insert the information on the FAB form by listing those **features** and the **accomplishments** for each feature. Next to each, show the **benefits** to the new employers as a result of the Features and Accomplishments.
7. Review your information. Were there additional accomplishments or benefits you omitted? Is there anything more you can add?
8. Based on your completed FAB sheet, if you were an employer, would you want to interview this candidate?

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QUESTIONS TO ASK YOURSELF TO PREPARE A FAB SHEET

1. **What special problems were you hired to solve?** What did you do? How did you do it? What were the results?
2. **Were there any areas where you were unusually creative** (i.e., markets, accounts, products, applications, solutions to problems or others.)?
3. **Did you receive a promotion?** Why were you promoted? Were you given added responsibility? Were you given significant salary increases or raises? What was the length of time between promotions? Did you do something especially outstanding? Did you manage additional people? If so, how many? Was more than one person or department responsible for your promotion?
4. **Did you help to increase sales, productivity, efficiency, or any other achievement?** What was the dollar contribution or percentage? How did you accomplish this? Did you have a particularly unique approach or different results than someone else?
5. **Did you save money for the company?** How did this happen? What additional savings (\$, or %) did you achieve? How did it compare to others? Did you receive any specific award or recognition for your savings?
6. **Did you help to establish any new goals or objectives for your company?** Was management convinced by you that they should adopt these goals or objectives? What were the reasons they were adopted?
7. **Did you suggest any new or additional programs?** What constituted the programs? What were the results? Did they increase efficiency or sales? Were they published or presented at any industry seminars? Did you receive any special award or recognition for your contribution?
8. **Did you establish any new systems or changes?** What circumstances led to the change? Who approved the change? Why was your system chosen over others? How did it compare to others? What were the results?
9. **Did you recognize any problem that had been overlooked?** What was the problem? What was the solution? Why had it been overlooked?
10. **Did you train anyone?** Did you develop a unique training technique? How would you compare your results to others? Are others using your technique? Did you write any training programs or manuals?
11. **Did you redefine the nature or scope of your job?** How and why did you reinterpret your position? As a result, were other comparable positions redefined? Were there resulting responsibility changes? Describe those changes.
12. **Did you undertake a project that was not part of your original responsibility because you wanted to solve the problem?** This is a demonstration of interest in your job as well as the ability to take initiative.
13. **Did you do anything to make your job easier?** Did this result in increased profits, efficiency or productivity?
14. **What would you say would be the most important qualities for the position you seek?** Put yourself in the shoes of your prospective boss. Describe six qualities and look for examples you have for each of them. How do you stack up?