

Developing the Feature/Accomplishment/Benefit Sheet

In presenting your background and experience to an Employer, you want to show how your employment will benefit the organization in general and that individual employer in particular. You have to be able to show how you can improve profits, reduce cost and just generally make things run better.

*Typical resumes do not get the job done.
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The F.A.B. approach will.*

Plan to spend some time at your desk or kitchen table with your resume and another sheet of paper. A good FAB will take a little time to create. However, it will increase your marketability and provide the basis for successful interviews. Importantly, it will last a lifetime and will be an invaluable asset during the course of your career.

To start, make 3 columns on a piece of paper. In the first column, list all of the positions you've held and the appropriate dates. These are facts about you and FEATURES in your career.

Using the "12 Questions to Ask Yourself" think about each position and what you did there (*not all 12 questions will apply but some should*).

What were the significant measurable results you obtained (i.e. new ideas implemented, increased efficiency or productivity, money saved for company or department, contributions you made to advancements, productivity or efficiency, etc.) Remember, dollar comparisons are better than percentages. Be sure to note if appropriate how you did it (new or relevant methods, cutting edge techniques, ...). These are ACCOMPLISHMENTS.

At the end, you may have several accomplishments for each feature. No one knows your background and experience better than you, so this will be valuable for your own assessment. Do not be shy here. List everything. THEN, put them in order of greatest significance. The most appropriate/significant accomplishments will go in your resume.

The BENEFITS are educated guesses of what you can do for a new employer based on your features and accomplishments. In other words, you can do X for them because you've already *accomplished* A, B, and/or C for your previous employer. This part will be most helpful when interviewing.

When you are in an interview you can answer questions based on your FAB and use specific examples. Specific examples distinguish you as actually having "driven the car" rather than "ridden in the car."



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12 Questions To Ask Yourself in Completing Your Feature-Accomplishment-Benefit Sheet

1. Did you help increase productivity, raise profits or increase efficiency?
2. Did you save your employer money?
3. Did you devise and/or implement a new system or procedure?
4. Did you identify a problem that had been previously overlooked?
5. Were you ever promoted? Why?
6. Did you train anyone?
7. Were any new programs implemented at your suggestion or as a result of your work?
8. Did you help to establish any new goals or objectives for your company or department?
9. Did you change, in any way, the nature of your job?
10. Did you undertake an assignment or project that wasn't part of your job just because you were intrigued with the problem?
11. Did you do anything simply to make your own job easier?
12. What were the RESULTS of your time being spent there (not papers, but findings. Were they significant? Why?)



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