



9741 North 90th Place, Suite 200 • Scottsdale, AZ 85258-5065 • (480) 767-9000 • Fax: (480) 767-0100

HOW TO PREPARE A FAB SHEET

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?