

How to prepare a **FACTS – ACHIEVEMENTS – VALUE (FAV) Worksheet**

1. Make a copy of the **Facts, Achievements and Value** worksheet for each position you have held even if they are with the same company.
2. Next create a list of pertinent professional background **facts** for each position.

List such things as:

Educational background	Certifications
Licenses	Professional seminars
Awards	Letters of recommendation
Patents	Promotions
Years of experience	Participation in special projects Programs
developed and/or implemented	Special challenges
Unique assignments	Equipment knowledge
Technical knowledge	New accounts opened
Major accounts sold or serviced	

3. Once you have created a **fact** list for each position list all significant **achievements** for each fact. As much as possible express your accomplishments with metrics such as dollars saved or volume increases. These metrics can also be stated as percentages. This is a critical part of the exercise. This prepares you to not only tell an employer what you did but also how you did it.

Consider how you:

Improved productivity	Reduced costs
Increased sales	Increased profits
Improved quality	Increased customer base
Solved problems	Ensured customer satisfaction
Saved time	Avoided loss
Reduced frustration	Improved morale
Reduced or eliminated the need for training	Avoided conflict
Reduced the need for supervision	Increased tenure
Improved safety	Gained market share
Received recognition	Implemented creative solutions

4. Next complete the **value** column by entering how these facts and achievements can benefit an employer. These statements will allow employers to visualize what **they** stand to **gain** by hiring you over other candidates they are considering.

Create statements such as:

- My proven background in ... will allow me to (increase, decrease, improve) ...
- With little or no training I can make an immediate impact on ...
- With my ability to overcome obstacles I am sure I can (improve, produce, achieve) ...
- My techniques, knowledge, and training show I can (improve, increase, save) ...

5. Finally, review each list to ensure you have not missed any fact, achievement or value statement. Look at your sheets through the eyes of a potential employer. If you were the employer would you be motivated to grant you an interview?

Questions to ask yourself while preparing a FAV Worksheet

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 unique approach or different results from someone else's?
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?