

JACKIE MATCHETT PERSONNEL, INC.

"Experience is the best guarantee"

Accounting, Bookkeeping, and Finance Staffing

CANDIDATE SERVICES

Resume Kit

Dear Candidate,

Thanks for letting us know about your interest in changing your career. Jackie Matchett Personnel will work hard to help you find the right fit and opportunity and focuses on developing outstanding presentations based on all of the data you provide us. Many times a resume does not do justice to your background and that is why we try to fill that void with the data we are asking you to submit. Attached to this cover letter are PAR and FAB instructions that you will need to complete along with a Candidate Survey.

We recognize that this is an effort on your part to complete and want to assure you that we deal with your information in a very confidential manner. The data is used to develop a comprehensive presentation for prospective positions. Ideally you should complete 20 PARs and 20 FABs along with completion of the worksheets. After you have had a chance to complete the Survey and worksheets, we ask you go back and redo your resume based on your new PARs and FABs (*anything worth doing – ought to be done with perfection ... anonymous*) so as to sharpen up your credentials. See "Resume Essentials".

FABs help open doors for hiring authorities to consider your candidacy. PARs "seal the deal" and "close the sale". Both formats are needed to help complete your background picture. Resumes are what your duties and responsibilities are with some FABs and PARs blended into the text. Quality is important but the volume is also needed. You may find that the attached exercises will help clearly define your goals and career objectives; develop a good set of responses at the interview stage; highlight strong performance achievements that might have been overlooked; and prioritize your career assets for you to properly present on different employment opportunities.

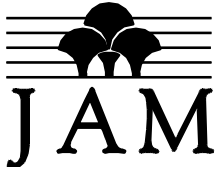
The Candidate Survey is meant to help develop a chemistry outline highlighting dominance, extroversion, patience, and conformity. We provide you with a copy of the results and use the analysis to help the hiring authorities familiarize themselves with you and use the data to help complete the overall organization fit. The survey has no right or wrong answers and is best done quickly. Please complete this quickly and send back either by e-mail or fax. Our purpose is to take the guess-work out of the interview process by providing quality data to the hiring authorities and helping the candidate to introduce himself earlier in the hiring process.

We know that making career changes are difficult. We are dedicated to helping maximize your background and finding the right fit for you and the client company. We are dedicated to help you complete your career journey as quickly as possible. Our recruiting methods are time tested and proven. Please work closely with us as we help you prepare in making the transition. Take your time and plan properly – that will assure a smooth trip.

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Preparation of PARs & FABs

The following exercises are to properly prepare you for a career change, new job, or promotion. Making a summary of your job, life, and other real notable work related results help you to prepare a working document of what you can offer a hiring authority. Listing PARs will enable you to categorize into families what you have been able to do to help solve, improve, change, and successfully implement strategies. PARs enable us to properly catalog our various achievements and develop various scripts for preparation of resumes, interviews and cover letters.

PARs

The PAR exercise is easy and only takes a few examples to clearly understand how to develop your own PARs and how to use them after you have completed a long PAR list. P stands for Problem and is the beginning of a sentence and is meant to state a specific problem. The A stands for Action and is the middle of the sentence and represents the action taken to solve the problem. R stands for Result and describes the result of the action taken on the problem.

Example:

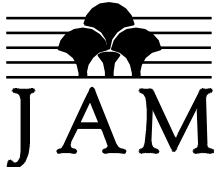
- Consolidating four separate companies into one operating business (PROBLEM) required re-engineering all functional groups into one Finance, Marketing, Manufacturing, and Engineering organization (ACTION) that resulted in considerably increasing profits and development of a top performance team (RESULT).
- Severe product failures (PROBLEM) were corrected by developing a new failure analysis system to help identify specific field failures (ACTION) that indicated exactly what needed to be done to incorporate the new product fix that saved over one million dollars last year (RESULT).

You can develop endless PARs and rank and re-rank them according to contribution or application (Marketing, Sales, Finance, Engineering, Operations, Customer Service) and list them to help sell your benefits to your boss or new hiring authority. The more PARs the more success. Now that you know how to PAR we will learn how to FAB.

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FABs

FABs stand for Feature, Achievement and Benefit. A Feature is a factual characteristic, attribute, skill, or fact. Accomplishment is a supportive statement based on a past performance. Benefit stands for a resultant satisfied. Value to employer. Bottom line and personal statement. FABs help to sell you to the hiring authority.

FABs must be developed only after PARs. FABs highlight PARs and help set the stage for good resumes, interviews, and cover letters. FABs help develop the short sentences that will enable you to sell your benefits and have someone take positive action. (The next page has sample questions to help you develop FABs)

Example:

- Graduated from MIT with BSME (FEATURE) Summa cum Laude 1998 (ACHIEVEMENT) thereby being able to contribute to new job without considerable employer training costs (BENEFIT).
- Honorable US ARMY discharge (FEATURE) with extensive telecommunication training (ACHIEVEMENT) providing immediate application trouble shooting experience to reduce costs (BENEFIT).

The purpose of FABs is to highlight benefits to a hiring authority that will provide the hiring authority impact to the bottom line if you are hired as a new company employee. FABs should always be tailored toward cost savings, reduction in expenses, better productivity, more efficiency, profit, revenue, or other performance based quantitative metrics inside a business. The better FABs have money, percentage %, time or some other quantitative element associated with the FAB.

Example:

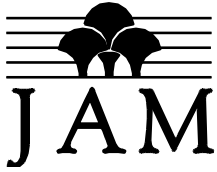
- Relocated complete machine facility to new operations on time and below budget saving the corporation over \$8MM or 34% lower operations costs in the first year.
- Established new Marketing & Sales organization for the entire corporation in less than 1 year and improved overall corporate booking by 200% in same time period.

PARs and FABs do not guarantee a better job, but good career plans well documented with well thought-out PARs and FABs help. Remember, the FABs are used in a variety of applications from interviews to cover letters and resumes. PARs help outline your history and provide a good reference to your background.

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14 Questions To Ask When Doing FABs

1. Did you help to increase sales, productivity, efficiency, etc.? What was the percentage or dollar contribution? How did you do this? Did you have a unique approach or different results from others?
2. Did you save money for the company? What were the circumstances? How much more (\$, %) than others? How were your results compared to others?
3. Did you institute any new systems or changes? What was the situation that led to the change? Who approved? Why was this system selected over others? Did it compete with others? What happened as a result?
4. Did you identify any problem that had been overlooked? What was the problem? What was the solution? Why was it overlooked?
5. Were you ever promoted? Why were you promoted? How long between promotions? Did you do something outstanding? How much more responsibility? Did you get to manage people? How many? Were you promoted by more than one party? Were you given significant salary increases or raises?
6. Did you train anyone? Did you develop the company's training technique? How do you compare your results to others? Is your technique being used by others? Why is that?
7. Did you suggest any new programs? What were they about? What were the results? Did they increase efficiency or sales? Were they published or presented at any industry seminars?
8. Did you help to establish any new goals or objectives for your company? Did you convince management that they should adopt these goals or objectives? Why were they adopted?
9. Did you change the nature or scope of your job? Why or how did you redefine your position? Have others with similar positions had their positions redefined because of you? Were there responsibility changes because of this? What were they?
10. Did you ever undertake a project that was not part of your responsibility because you liked the problem? This is proof of job interest as well as the ability to take initiative.
11. Did you ever do anything to lighten your job or make it easier? (This could result in increased profits or productivity.)
12. What special problems were you hired for or brought in to solve? What did you do? How did you do it? What were the results?
13. Show any areas where you were creative (i.e., solutions, products, applications, markets, accounts, etc.)
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?

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