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Candidate Resume Kit



Recruiting Redefined.

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Dear Candidate,

Thanks for letting us know about your interest in changing your career. IPRO works hard to help you find the right fit 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. IPRO is 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.

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.

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.

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 training technique? 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?

FAB Worksheet

NAME: _____

DATE: _____

POSITION DESIRED: _____

FEATURES	BENEFITS	ACCOMPLISHMENTS
	•	•
	•	•
	•	•
	•	•
	•	•
	•	•

Please use extra space as necessary!

PARs Worksheet

NAME: _____

DATE: _____

POSITION DESIRED: _____

PROBLEM	ACTION	RESULT
	•	•
	•	•
	•	•
	•	•
	•	•
	•	•
	•	•
	•	•
	•	•

Please use extra space as necessary

Resume Essentials

Recommendations/Suggestions:

1. Put full name, address, phone numbers, and e-mail at the top of your resume.
2. Clearly state your job objective – no more than one sentence.
3. List 3-4 career qualifications – FABs that immediately show your exceptional credentials.
4. In descending chronological order, list each company in the following format:

Company Name – brief description of products and services with revenue details and number of people in the company. Include if company is public and when established.

Dates (Month/Year) – **Your Title** – short description of responsibilities.

PARs – abbreviated list of real quantitative accomplishments.

EXAMPLE

Famous Corp. – a public company listed on the NYSE with over 2,400 people supplying aircraft engine parts worldwide.

July 1991- Present. Vice President Marketing: Responsible for all marketing and field sales including product support, technical service, order processing, and field service repair.

- 22% revenue increase per year compounded since 1989
- SG&A expenses reduced from 6% of sales to 4% since 1989
- Launched 12 new product ranges increasing sales by 300%
- Started new Service System improving response 100%
- Developed LAMP for key accounts and reduced T&E 20%

1. Education should include name of university, exact degrees, dates of graduation, major and awards.
2. Always have a cover letter outlining exactly where you fit in the job referenced.
3. State your relocation desires and your willingness to travel in your cover letter.
4. Whenever possible, tailor your resume to fit the job specifically.
5. You should use action words [coordinated, managed, etc.] & avoid long run-on sentences.
6. Never include your references, social security number, or salary history data.
7. Do not state reasons for leaving, but always show promotions within the same company.
8. Try working your FABs and PARs into your resume to highlight key achievements.
9. Always use "\$"/dollar statements to add solid emphasis to your career results.
10. Try to edit out any extra phrases or extraneous sentences that are not significant.
11. Have other people read and critique your resume and suggest other key points.
12. Create a dossier of catalogs, recommendation letters, awards, and notable achievements.
13. Complete at least 6 PARs and 6 FABs for each job you have had.
14. Other credentials, i.e., CAD/CAM programs, computer software/systems, specialty skills or certifications can be included at the end of the resume.
15. If you have any special awards, military status or other interest point – list them.
16. Use white space to make the resume easy to read and use lists wherever possible
17. Individual pictures add nothing to a resume – they do not fax well and are problematic to transmit via e-mail.
18. Try to keep resume to only 2 pages and use no less than 11-point font. It is best to stay with one font style without mixing any other formats or sizes to the resume (Arial or Times New Roman is recommended).

USE YOUR SPELLER AND GRAMMAR CHECKER, PLEASE! Typos in resumes are an immediate turn-off to a hiring authority

SAMPLE RESUME:

NAME
Address 1
Address 2
(000) 000-0000 (h)
(000) 000-0001 (f)
Email

PROFILE:

Operations and engineering professional with over twenty years experience in design, construction, start-up, operation and maintenance of pharmaceutical manufacturing facilities. Cost-conscious, well organized, innovative and practical with sound knowledge of building systems (structural, mechanical, electrical and security), regulatory requirements (FDA, cGMP, OSHA, EPA, and DEA), and manufacturing operations (dry products manufacturing, packaging – liquid and tablet, and materials management). Skilled in business operations and communications, as well as community relations. Experienced in FDA multi-product establishment and inspection process.

PROFESSIONAL EXPERIENCE:

COMPANY, City, STATE (1992-Present)

Plant Manager

Responsible for all production, maintenance, facilities, and materials management for dry products contract manufacturer. Was original employee at facility responsible for start-up, hiring, validation, and facility master plan. Manage a staff of 140 (manufacturing – 97, maintenance – 18, and materials management –25). Responsible for budgeting all three departments. Facility ran 11 million pounds of product last year in a 40,000 square foot facility. Played major role in 60,000 square foot expansion completed in January 1998, having responsibility for management of facilities design, hiring outside engineering firm and architect for \$14.5 million expansion for finished dosage forms.

Selected Accomplishments:

- Successfully trained entire staff of non-pharmaceutical personnel in cGMP and plant operations that resulted in the facility being profitable in first year of operation.
- Plant has passed numerous FDA, DEA, OSHA, and customer audits.
- Contracted, implemented, and validated installation of DI water system.
- Chaired \$14 million expansion to accommodate company growth from research to manufacturing, consistently completing work on schedule and within budget with no interruption in manufacturing.
- Increased production to a seven day a week, twenty-four hour cycle from an initial three shift, five day/week operation within first year of start-up.
- Purchased, installed, and validated a catalytic oxidizer. Headed up the permit process with the Kentucky EPA
- Plant won the Kentucky/Tennessee Valley Association Industrial Award for wastewater treatment compliance.

COMPANY, City, STATE (1981-1992)

Production Supervisor

Responsible for production on a day-to-day basis from an engineering and efficiency standpoint. Evaluating equipment and personnel for more efficient production and solving technical problems as they arose. Responsibilities included the coordination of large projects between Engineering, Manufacturing and/or outside contractors with the Production Department. Responsible for capital and operating expenditures.

Name Repeated

Selected Accomplishments:

- Identified and solved equipment malfunctions resulting in improved production in granulation area from 46% to 90% in less than nine months.
- Converted warehouse area into a GMP dry product production area (granulation to tableting). Completed project on time and under budget.
- Acted as General Contractor on a \$5 million renovation saving the company \$500,000. Maintained productivity in manufacturing during construction.
- Served as Project Engineer on a major packaging department renovation. Relocated and redesigned seven packing lines using new and existing equipment in less than one year. Converted these lines to process controlled lines. (3 tableting lines, 4 liquids)

COMPANY, City, STATE (1980-1981)

Senior Designer

Responsibilities included piping structure designing for the central engineering refinery section with both existing systems and new constructions. Responsibilities also included package line layout and design.

Selected Accomplishments:

- Central engineering for multiple facilities nationwide.
- Revamped problem packaging area to increase productivity and reduce maintenance costs.

COMPANY, City, STATE (1979-1980)

Design Engineer

Responsibilities included the design of meat and food processing equipment such as boning tables (steel and rubber belt) and several varieties of conveyors. Designed and issued drawings for production. Coordinated production with shop and assembly personnel and conducted final inspection before shipment to customers.

COMPANY, City, STATE (1976-1979)

Project Engineer

Responsibilities included updating and/or evaluating production lines to improve line efficiencies. This included interoffice coordination with all departments involved along with supervision of contractors/maintenance personnel to insure timeliness of projects.

EDUCATION:

Degree, University, City, STATE
Additional Degree Information

COMPUTER SKILLS:

Lotus 123, Word Perfect, Microsoft Word, Excel

REFERENCES:

Available Upon Request



February 21, 2019

Dear Candidate:

This letter is being sent to you to comply with the requirement of the Federal Fair Credit Reporting Act (FCRA). As we discussed, we may seek information about your experience and background in working with you on career opportunities. The information may include materials, records, and written and verbal reports relating to your prior job experience and performance, education, credit history and rating, driving record, and criminal and civil litigation record, if any. It may also include results of tests and assessments administered by us or others.

This letter will confirm that you gave us an oral consent to obtain this type of information and to provide it to prospective employers.

Under the FCRA, you have the right to request us to disclose to you the “nature and substance” of all information in your file. We would appreciate your signing this letter and faxing or mailing it back to us as soon as possible. (FAX 561.340.2939)

ACKNOWLEDGEMENT AND RELEASE

I acknowledge receipt of this letter. I release IPRO and its employees and agents from all liability relating to your obtaining and use of such information and providing such information to prospective employers. I authorize companies, schools, organizations and other persons to provide such information to you and release them from all liability for doing so.

Candidate Name (Please Print)

Candidate's Signature

Date