✔ Clear and specific descriptions:	✘ Unclear, vague descriptions:
Greeted customers and directed them to store areas as needed.	Greeted people.
Installed, maintained, and repaired hardware and software; designed internal computer networks.	Fixed Computers.
Cleared dishes, sanitized areas, washed dishes, and assisted servers as needed.	Cleaned restaurant.
Selected and ordered books, audiovisual materials, computer equipment, and other materials; maintained hardcopy and electronic collections.	Obtained and organized library materials.
Pruned, watered, and fertilized plants; sprayed plants with pesticides; built and organized boxes for plant storage and transport.	Took care of plants.
Input and manipulated computer data; edited information in database for accuracy.	Input data into computer system.
Operated machines; inspected and packed the final product; transported product to shipping boxes.	Made and packed factory product.
Load canned goods in storage bins, distributed items to consumers in outreach center.	Helped with food donations.