

Job Descriptions



Clear and specific descriptions:

Greeted customers and directed them to store areas as needed.

Installed, maintained, and repaired hardware and software; designed internal computer networks.

Cleared dishes, sanitized areas, washed dishes, and assisted servers as needed.

Selected and ordered books, audiovisual materials, computer equipment, and other materials; maintained hardcopy and electronic collections.

Pruned, watered, and fertilized plants; sprayed plants with pesticides; built and organized boxes for plant storage and transport.

Input and manipulated computer data; edited information in database for accuracy.

Operated machines; inspected and packed the final product; transported product to shipping boxes.

Load canned goods in storage bins, distributed items to consumers in outreach center.



Unclear, vague descriptions:

Greeted people.

Fixed Computers.

Cleaned restaurant.

Obtained and organized library materials.

Took care of plants.

Input data into computer system.

Made and packed factory product.

Helped with food donations.