



- Focus on your regular responsibilities; make an outline of those responsibilities; reorder most important to least important.
- Check your outline. Is it complete? Have you left out any important key duties?
- Give details about *who, what, when, where, why* and *how*. Remember you are describing your work to others who may not be familiar with your work environment and its operations. Give typical examples to illustrate major assignments.
- Go back and “flesh out” your outline, adding enough detail for the description to be clear and meaningful. Eliminate anything that does not add to the clarity of the description or that sounds more like a procedure manual than a description of work. Use a separate statement or paragraph for each major duty (functional area). Use either narrative or outline/bullet format.
- Use clear, definitive action verbs and descriptive words. (e.g., “action verb-object” format--use a verb and then describe the primary actions attached to that verb)
- Avoid vague, non-descriptive words and phrases or those that may have multiple meanings. Don’t over or understate your duties and responsibilities. Give a balanced, realistic picture of what you do.
- Avoid office jargon, “shop-talk,” acronyms, uncommon abbreviations without providing definitions or explanations.