**Job Description**

When describing careers and writing job descriptions, it is essential to include specific components to accurately reflect the duties and responsibilities of the position. A well-crafted job description should contain the following components:

Job Title: Clearly state the title of the position.

Job Purpose: Describe the overall purpose of the job and its contribution to the organization.

Job Duties and Responsibilities: Provide a detailed list of the tasks and responsibilities associated with the role.

Essential Qualifications and Skills: Clearly outline the necessary qualifications, skills, and experience required for the position.

Industry-Specific Keywords: Include relevant keywords specific to the industry or field.

It is important to use clear and concise language, avoiding jargon and confusing phrases, and maintaining a professional tone

. The job description should be revisited and updated in line with the annual performance evaluation cycle to ensure it remains useful even when minor changes occur

. Additionally, it should be "incumbent neutral" and not based on any specific quality of an incumbent

When describing work experience in a resume, it is important to be clear and concise, yet descriptive. This can be achieved by using strong verbs to describe responsibilities, focusing on important skills and strengths, and quantifying accomplishments and responsibilities whenever possible

For example, a lecturer job description should include responsibilities such as developing course material, delivering lectures, collaborating with other academics, conducting research, and providing support to students. It should also specify essential qualifications, such as a Ph.D. in the relevant discipline, previous teaching experience, and the ability to inspire students with passion

In summary, when describing careers and writing job descriptions, it is crucial to include specific components, use clear and concise language, and maintain a professional tone to accurately reflect the duties and responsibilities of the position.

Personal skills are the abilities you possess, such as hard and [soft skills](https://www.indeed.com/career-advice/resumes-cover-letters/soft-skills?from=careerguide-autohyperlink-en-US). Hard skills are tangible skills such as the ability to code or speak a second language. Soft skills are similar to personal qualities because they relate to who you are, but they are more so an application of your personal qualities. Examples of personal soft skills include

