

You have most likely read in numerous articles and "how to" resume books that you should use active words rather than passive words when you create resume content. How do you know if the words you have used are active?

We have put together an example list of active words that can make your resume stand out.

- Accomplished Analyzed
- Conducted Developed
- Directed Earned
- Edited Established
- Formulated Generated
- Identified Implemented
- Installed Instructed
- Launched Maintained
- Managed Organized
- Planned Presented
- Provided Quantified
- Reengineered Revised
- Spearheaded Supervised
- Taught Trained
- Upgraded Wrote

This is certainly not an exhaustive list, but it should give you a better idea of what an active word looks like and how to use it in your resume.

Beware, though, that even these words can be put into a passive form inadvertently if you are not careful. A few examples:

- was accomplished
- had conducted
- edited by me
- have installed
- generated by
- was implemented
- was supervising
- had written
- quantified by me

Check for passive language

Most spell check programs also include a grammar check component, so use it. No software is perfect so you should not rely on it completely, but a good grammar check program will point out most common grammatical issues and suggest changes that will improve the text.

Practice

Here is an opportunity for you to practice looking for passive language. This article contains two passive statements that were left in deliberately. See if you can find them, and then re-write the passage to be more active.

Answers

In the 4th paragraph - "can be put" is passive

In the last paragraph - "were left" is passive