

Writing Support

ACTIVE VERSUS PASSIVE CONSTRUCTION

Active voice is more engaging for readers. When you write a résumé, you will want to use active voice.

Voice	Example
Passive	Company Web site was developed and maintained. [The subject (Web site) receives the action (was developed and maintained). While this correctly avoids the first-person I, the passive voice sounds awkward and wordy.]
Active	Developed and maintained company Web site. [the subject (I) is implied, not stated; it clearly performs the action (developed and maintained).]

Identify the phrases below as passive or active by circling the P or A. Rewrite any phrases using passive construction as active.

1. Ran on Weaver High School track team for four years. P / A

2. Varsity team status was achieved in 2004. P / A

3. Gold medal in 100-meter sprint championship was won in 2006. P / A

4. Named team captain in 2007. P / A
