Importance of Active Verbs

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Action verbs are highly significant for a resume because they outline the exact nature of the work you do, while defining your accomplishments.

How is using an active verb different from the use of any other term? Rather than describing your responsibility alone, action verbs put all that you have done in direct focus. They literally put the spotlight on the work you have carried out.

How do active verbs score over non-active or descriptive words? Take for instance this sentence:
* Responsible for increasing revenue of the branch significantly.

Now look at the same sentence, written differently:
* Boosted the branch revenue significantly.

In the second sentence, the word ‘responsible’ is replaced by an active verb ‘boosted’ and makes a difference to the way the candidate’s work will be perceived by the employer.

Recruiter’s Perspective

Think about it from the perspective of the recruiter or the employer who will face a stack of resumes. Your resume needs to stand out if you want to get called for an interview. Remember that tiny details about every little thing you have done at work are only going to tire out the recruiter. Do not stress over how you managed repairs for the non-functional photocopier or looked after staff needs in absence of the branch manager. Instead, see if you can cover these miscellaneous duties under a single heading comprised of an active verb. You do not need to lie or embellish unnecessarily, but it helps to be concise.

You need to cut out on regular, verbose resume language and instead, include language that is crisp and will cut through the clutter of hundreds of resumes and appeal to the recruiter.

Facts and Figures

When it comes to gaining attention, active verbs carry out an effective job of highlighting your achievements. Consider this sentence:
* Responsible for bringing in significant business, worth nearly sixty thousand dollars.
* Brought in business worth nearly $60,000 to the firm.

Using active verbs not only helps bring in brevity, it also leads to sentences that jump up to catch the recruiter’s eye. When you use action verbs, you are also taking full responsibility for

your work. This is highly important because it tells the potential employer that you are accountable.