

# RUBRIC FOR DISAPPROVAL OF BASIC RESUME

<p><b>Incorrect Degree Information</b></p>	<ul style="list-style-type: none"> <li>• Check correct degree title on college website             <ul style="list-style-type: none"> <li>○ No “s” at the end of Bachelor; i.e. Bachelor of Arts</li> <li>○ The word “major” is not needed in degree title</li> </ul> </li> <li>• KSU education is not listed</li> <li>• No date indicated for education (start and/or end date)</li> </ul>
<p><b>Content</b></p>	<ul style="list-style-type: none"> <li>• Grammatical/Spelling errors             <ul style="list-style-type: none"> <li>○ State abbreviations: GA instead of Ga</li> </ul> </li> <li>• Use of personal pronouns <i>outside</i> of objective/personal statement (I, me, my)</li> <li>• Demographic information (age, race, gender, etc.)</li> <li>• Incorrect tense</li> <li>• Pictures used (graphics okay)</li> <li>• Unprofessional email address</li> <li>• Position titles are not listed in experiences</li> <li>• More than 2 pages in length</li> </ul>
<p><b>Cover Letter</b></p>	<p>*All reasons above included*</p> <ul style="list-style-type: none"> <li>• Missing student contact information</li> </ul>

