

RUBRIC FOR DISAPPROVAL OF BASIC RESUME

Inconsistent Font	<ul style="list-style-type: none"> • More than one font size/style in content (headers excluded) • Unprofessional font (type or color – no neon) • Hard to read font • Overuse of colored font
Incorrect Degree Information	<ul style="list-style-type: none"> • Incorrect degree title (check college website for correct degree title) • Do not include an "s" at the end of "Bachelor" • KSU is not listed • Remove “major” from title • High school diploma is included (relevant projects/experiences are okay) • No graduation date listed (don't put the period you've been in school) • Universities/Colleges listed where no degree/certificate has been attained • Bullets used in degree information • Not in reverse chronological order
Formatting	<ul style="list-style-type: none"> • Headers are not consistent (spacing, bolding, italics, size, etc.) • Experiences are not listed in reverse chronological order • Inconsistent use of periods • Not 1-2 full pages • In narrative format • Inconsistent bullets in specific sections (spacing, size, type, etc.) • Tables are used
Content	<ul style="list-style-type: none"> • Grammatical/Spelling errors • Use of personal pronouns (I, me, my – even in objective statement) • Demographic information (age, race, gender, etc.) • References or “References Available Upon Request” listed • Incorrect tense • Abbreviations - spell out title and follow with abbreviation in parentheses – Kennesaw State University (KSU) • Active (blue) hyperlink • Picture/Clipart/Logo used • Unprofessional email address • State abbreviations not capitalized (GA not Ga) • Includes more employer info than name of company and location (full address, zip code, name of supervisor, etc.) • Position title or city/state are not listed in experiences
Cover Letter	<p style="text-align: center;">*All reasons above included*</p> <ul style="list-style-type: none"> • Missing student information (top of letter) • Missing greeting/salutation • More than one page