

RUBRIC FOR DISAPPROVAL OF BASIC RESUME

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