

## KSU Career Services Resume/Cover Letter Rubric for Handshake Approval (DRAFT)

	Denied Approval	Approval with Reservations	Approved!
<b>Formatting</b>	<ul style="list-style-type: none"> <li>▪ Inconsistent formatting</li> <li>▪ Hard to read</li> <li>▪ No clear headers</li> <li>▪ Not in chronological order by section</li> <li>▪ Inappropriate font (size or style)</li> <li>▪ Too long (more than 2 pages)/short (less than <math>\frac{3}{4}</math> page long) (if there are other major issues with the resume)</li> <li>▪ References left on resumes (not including separate page for references)</li> <li>▪ Too little/ much white space</li> <li>▪ Decorative fonts/ excessive use of italics</li> <li>▪ Three or more font styles</li> </ul>	<ul style="list-style-type: none"> <li>▪ Overuse of lines, borders, boxes</li> <li>▪ Order of sections doesn't maximize effectiveness</li> <li>▪ "Reference available upon request" on resume but unnecessary</li> <li>▪ Two font styles</li> <li>▪ Not in reverse chronological order by section (if everything else on the resume is fine)</li> <li>▪ Too long/short (if everything else on the resume is fine)</li> <li>▪ Too little/ much white space (if everything else on the resume is fine)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Format is clean and consistent</li> <li>▪ All information can be easily found with a glance</li> <li>▪ All dates are in appropriate order</li> <li>▪ Conservative/Standard font</li> <li>▪ Font style is consistent throughout resume</li> <li>▪ Effective use of space</li> </ul>
<b>Spelling and Grammar</b>	<ul style="list-style-type: none"> <li>▪ Multiple errors (grammar and/or spelling), needs proofreading!</li> </ul>	<ul style="list-style-type: none"> <li>▪ Few (1 to 3) spelling/grammatical errors that have been identified in review</li> </ul>	<ul style="list-style-type: none"> <li>▪ No apparent mistakes</li> </ul>
<b>Descriptions of Experience, Skills, Honors, Activities</b>	<ul style="list-style-type: none"> <li>▪ Incorrect degree information</li> <li>▪ In narrative format (includes personal pronouns)</li> <li>▪ Not action oriented</li> <li>▪ Provides info on company rather than individual responsibilities/actions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Could be tailored to be more effective, including Objective Statement (if included)</li> <li>▪ Diversity of action verbs could be beneficial</li> <li>▪ Limited information on accomplishments/responsibilities</li> <li>▪ Tense is incorrect</li> </ul>	<ul style="list-style-type: none"> <li>▪ Action verb statements that demonstrate results using #, \$, % if appropriate</li> <li>▪ Illustrates transferrable skills (teamwork, leadership, customer service, etc.)</li> <li>▪ Tailored - makes a match to the job of choice</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Includes full street address/ zip code of employer</li> <li>▪ Includes name of supervisor</li> <li>▪ No descriptions</li> <li>▪ Objective that basically translates to “I want a job”</li> </ul>	<ul style="list-style-type: none"> <li>▪ Abbreviated degree information (as long as it’s the correct abbreviation)</li> </ul>	
<p style="text-align: center;"><b>General Presentation and Information</b></p>	<ul style="list-style-type: none"> <li>▪ Picture on resume</li> <li>▪ Paragraphs (if there are other major issues with the resume)</li> <li>▪ Personal information (race, gender, age, etc)</li> <li>▪ Clip art (including company (school) logos/Resume done in all color text</li> <li>▪ Hobbies/Interests</li> <li>▪ Any High School info is left on (freshmen are exempt)</li> <li>▪ No mention of Kennesaw State on the resume (SPSU alumni should indicate Kennesaw State University, formerly known as Southern Polytechnic State University)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unprofessional email address</li> <li>▪ Active hyperlinks</li> <li>▪ Paragraphs (if everything else on the resume is correct)</li> <li>▪ Irrelevant words (e.g. the word “phone” in front of the phone number)</li> <li>▪ Format choice (functional vs. chronological) should be examined to determine marketability</li> <li>▪ Unique template appropriate for specific field but still professional (including some color lines)</li> <li>▪ Recommend review by faculty in dept.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conservative look</li> <li>▪ Presents a sense of professionalism</li> </ul>