

RUBRIC FOR DISAPPROVAL OF BASIC RESUME

Incorrect Degree Information	<ul style="list-style-type: none">x Check correct degree title on college website<ul style="list-style-type: none">o No “s” at the end of Bachelor; i.e. Bachelor of Artso The word “major” is not needed in degree title x KSU education is not listed x No date indicated for education (start and/or end date)
Content	<ul style="list-style-type: none">x Grammatical/Spelling errors<ul style="list-style-type: none">o State abbreviations: GA instead of Ga x Use of personal pronouns