

# RUBRIC FOR DISAPPROVAL OF BASIC RESUME

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