

# RUBRIC FOR DISAPPROVAL OF BASIC RESUME

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| <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>  |