

RUBRIC FOR DISAPPROVAL OF BASIC RESUME

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| 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 titlex KSU education is not listedx 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 Gax Use of personal pronouns |