



# Resume Rubric CHECKLIST

## REQUIREMENTS & REMINDERS

### DEGREE INFORMATION

- KSU education listed
  - Graduation date listed
- Correct degree title used
  - No 's' at the end of Bachelor; i.e. Bachelor of Arts, History
  - No need to include "major" if formal degree title is used

#### Remember to:

- Include your GPA if >3.0
- Include minors, concentrations, & certifications
- Highlight relevant courses to fill experience gaps

### FORMAT

- Document is readable & file is Word or PDF
- Includes headings to organize the resume into clear sections
  - No text boxes/columns included
- No pictures/graphics are included

#### Remember to:

- Keep it to 1-2 pages
- Adjust margins to .5 -1 inch
- Be consistent with **bold**, *italics*, & underline

### CONTENT

- Professional email & phone number included
  - No demographic information included
- No grammatical/spelling errors
  - No use of "I, me, my" outside of summary/objective
  - Correct tense used (past vs. present)
- Position titles & dates listed

#### Remember to:

- Use WHO Method for bullet points
  - What you did, How you did it, Outcome
- Tailor resume to job description
- List experiences newest to oldest in each section

