Real work. Real growth. Real opportunity.

Resume Rubric

Grade-Level Progression · Grades 9–12

A strong resume isn't written the week it's due. It's built one workday at a time, from real evidence students collect on the job. This rubric shows what that evidence should sound like at each step of a student's four years in the Corporate Work Study Program.

Evidence | **Reflection** | **Resume** | **Portfolio** | **Capstone**

How to use this rubric

Every resume is scored on the same five-criteria structure and the same four levels. What changes is the expectation: proficiency rises each year as students take on more responsibility at work. Strong resume lines should trace back to evidence the student collected at their worksite and should show up again in their capstone presentation.

Level	Score	What it looks like
Emerging	1	Just getting started and needs a lot of support; the resume lists tasks and has noticeable gaps or errors
Developing	2	Learning and improving; some strong elements, but inconsistent
Proficient	3	Usually independent; meets the expectation for this grade
Exemplary	4	Consistently models the skill; reads like a resume built from four years of evidence

What growth sounds like

The same kind of work, described with more ownership and impact each year. These are Proficient accomplishment lines for each grade.

Grade · Theme	Driving question	A Proficient accomplishment line sounds like
Grade 9 · Discover	*"Who am I becoming as a professional?"*	Completed filing independently
Grade 10 · Develop	*"How have I grown and what skills am I building?"*	Organized over 150 client records with 100% accuracy
Grade 11 · Connect	*"How does my work create value?"*	Identified a more efficient filing process that reduced retrieval time for the department
Grade 12 · Lead	*"Who will I be after Providence Cristo Rey?"*	Led a workflow improvement that increased office efficiency while demonstrating initiative and attention to detail

GRADE 10

Develop

"How have I grown and what skills am I building?"

Sophomore resumes are scored on measurable results and on how closely the resume matches the case-study capstone evidence.

> **SOUNDS LIKE:** *"Organized over 150 client records with 100% accuracy."*

Criterion	Emerging 1 point	Developing 2 points	Proficient 3 points · the target	Exemplary 4 points
Measurable accomplishment lines (action verb + number)	Duties listed with no action verbs or numbers	Action verbs present; few or no numbers or concrete details	At least three lines pair a strong verb with a number or concrete detail (how many, how much, how long)	Every key line pairs a verb with a measurable result, and the numbers were confirmed with a mentor
Case study alignment	No resume line connects to the case study	A Result line is present but does not match the case study or lacks evidence	The Result line uses a strong verb and a number, and matches the case study's Result section	Resume and case study tell the same story from Situation to Result, with mentor-verified detail
Named skills and workplace tools	Skills are generic or missing	Skills and software are listed but not tied to any experience	Names the skill from the case study and lists the software and tools actually used at work	Each skill or tool is linked to an accomplishment line, and a skill appears in more than one example
Professional summary and career interests	No summary	Generic summary (for example, "hard-working student")	A two- to three-sentence summary names career interests and strengths	Summary is specific, backed by evidence on the page, and consistent with the LinkedIn-style profile
Format, accuracy, and growth since freshman year	Over one page, uneven formatting, or unchanged from freshman year	Updated, but outdated or weak lines remain	One page, consistent, no major errors, visibly updated since freshman year; a mentor reviewed at least one line	Error-free, clear progression from the freshman resume, and the mentor confirmed the lines are accurate

Total: 20 points. Proficient on every row (15 points) means a student is on track for sophomore year.

Helping students rise to what's next

Scoring & Feedback

What the score tells students and mentors to do next

Each resume earns up to 20 points across five criteria. The score band isn't a final verdict. It points to the next step.

Total score	Band	Next step
18–20	Exemplary	Ready for next grade's expectations; add the resume to the portfolio
13–17	Proficient	On track; revise the lowest-scoring row
9–12	Developing	Focus on two rows with a mentor, using structured check-ins
5–8	Emerging	Rebuild from the Weekly Mentor Challenge evidence, then rescore

Where mentors come in

Every grade's rubric relies on a mentor at some point. Here's what the Proficient and Exemplary levels ask of them.

Grade	How a mentor strengthens the resume
9 · Discover	Describes one task tied to a student's chosen skill in their own words, and confirms the "I used to / Now I" shift is real.
10 · Develop	Supplies or confirms a number behind the case-study Result, and reviews at least one resume line for accuracy.
11 · Connect	Explains how a daily task connects to the bigger picture, and reviews the resume before the Showcase.
12 · Lead	Completes the final review, verifies every number, and confirms the summary sounds like the student.

Three habits behind every strong resume

Collect it as it happens

After each workday, students answer one question: "What evidence did I create today that proves I am becoming a professional?"

Confirm it with someone

Numbers and growth claims carry more weight when a mentor has seen them firsthand.

Protect the workplace

No confidential client, patient, or company information appears on any resume, at any grade.