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 11

Connect

"How does my work create value?"

Junior resumes are scored on quantified impact, initiative beyond assigned tasks, and a message adapted to a specific audience.

> **SOUNDS LIKE:** *"Identified a more efficient filing process that reduced retrieval time for the department."*

Criterion	Emerging 1 point	Developing 2 points	Proficient 3 points · the target	Exemplary 4 points
Quantified impact and value	Lists tasks with no outcomes	Some outcomes, but numbers or the people who benefited are unclear	At least three lines show an outcome with a number and name who benefited (team, department, or company)	Lines show how the work creates value and connect a daily task to the bigger picture a mentor explained
Initiative, leadership, and influence	No examples beyond assigned tasks	One example of extra responsibility, described as a task rather than a contribution	At least one example of added responsibility, a suggested or implemented improvement, or mentoring or leading others	Several examples that show growing responsibility and influence on a process or on people
Audience-aware summary and branding	No summary, or it conflicts with other materials	Generic summary that is not adapted to a purpose	Summary is tailored to a stated purpose (internship, scholarship, or job) and matches the LinkedIn-style profile and 30-second pitch	Resume, profile, and pitch are consistent in message and adjusted in tone for different audiences
Technical and industry skills	Skills missing or listed without detail	Tools listed generically (for example, "computer skills")	Industry-specific platforms and tools listed, with at least one tied to a result	Shows advanced or strategic technology use and industry knowledge, while protecting confidential information
Polish and Showcase readiness	Over one page or several errors	Mostly polished; a few errors or formatting issues	One page, error-free, reviewed with a mentor, and ready to display at the Showcase	Peer- and mentor-reviewed; layout and wording could be handed to a professional contact as is

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