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 12

Lead

"Who will I be after Providence Cristo Rey?"

Senior resumes are scored on leadership, the four-year arc of growth, and readiness for a specific next step.

> **SOUNDS LIKE:** *"Led a workflow improvement that increased office efficiency while demonstrating initiative and attention to detail."*

Criterion	Emerging 1 point	Developing 2 points	Proficient 3 points · the target	Exemplary 4 points
Leadership and impact	Lists tasks with no outcomes or leadership	Outcomes listed, but the student's leadership role is unclear	Lines lead with outcomes and numbers and show leading, improving a process, or training others	Lines show a measurable improvement that affected a team or department, with strong, specific verbs
Four-year progression (Evidence → Insight)	Reads like a single short job; no growth visible	Some growth shown, but lines are not connected to one another	Shows increasing responsibility across the years; each major claim is backed by a specific example	A reader can follow the arc from first tasks to leadership, and each line could anchor an interview story
Professional identity summary and online alignment	No summary	Generic summary that could describe anyone	Summary names strengths, the kind of work environment that fits, and goals; matches the post-graduation-ready LinkedIn profile	Summary expresses a clear identity and direction, matches the capstone story, and a mentor says it sounds like the student
Post-secondary targeting	No connection to a next step	One general resume used for every purpose	Tailored to a stated next step (college, scholarship, internship, or employment); includes skills, certifications, and awards	Tailoring choices are deliberate and explained, and references or letters of recommendation are lined up
Accuracy, confidentiality, and submission readiness	Errors, formatting problems, or confidential information	Minor errors; final mentor review not completed	Error-free, one page, final mentor review done, no confidential information, submitted on time	Every number verified with a mentor; wording is the strongest, most specific description of the student's biggest contribution

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