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 9

Discover

"Who am I becoming as a professional?"

Freshman resumes are scored on honest, specific first-year evidence: action verbs, three named skills, and an accurate one-page format.

> **SOUNDS LIKE:** *"Completed filing independently."*

Criterion	Emerging 1 point	Developing 2 points	Proficient 3 points · the target	Exemplary 4 points
Action-verb accomplishment lines	Lists duties with no action verbs (for example, "responsible for phones")	Some lines start with action verbs; others still describe duties	At least three lines start with a strong, varied action verb and say what the student did	Every line starts with a strong, varied verb; at least one adds a detail such as how many or how well
Three skills with evidence ("I used to / Now I")	Skills named with no workplace example	Three skills named; examples are vague or missing for one or two	Three skills from the provided list, each backed by a specific workplace example	Each example shows a clear "I used to / Now I" shift that a mentor could confirm
Experience and first-year milestones	Missing key details such as employer, role, dates, or contact information	Basic details present; role description is thin or partly inaccurate	Accurate employer, role, dates, and school; includes workplace "firsts" such as phone, email, meetings, or new software	Also shows responsibility earned over the year, training, or recognition
Format and professionalism	Over one page or hard to read; several spelling or grammar errors; unprofessional email address	Mostly consistent layout; a few errors remain	One page, consistent fonts and spacing, no major errors, professional email address and file name	Polished and error-free; layout makes the strongest information easy to find
Capstone and confidentiality connection	No link to the capstone story; may include confidential workplace information	Some link to the capstone; confidentiality not checked	Resume lines connect to at least one artifact or Growth Story Bank entry; no confidential information	Lines support all three capstone skills and echo mentor feedback; confidentiality reviewed

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