

CFM AND CTE: WORK-BASED LEARNING

Turning Work-Based Learning into Resume, Interview, and Portfolio Evidence

Detailed practice, calculation, decision-making, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Update
YOUR CHALLENGE Translate a supervised experience into accurate resume bullets, STAR interview examples, a privacy-safe portfolio, and a career-plan update.			

New York CFM Connections: Safe Work-Based Learning, Transferable Skills, and Career Evidence

A student does not need a dramatic job title to show valuable experience. Employers and programs need clear evidence of responsibilities, skills, results, learning, and professionalism. Students must be truthful, protect private information, and describe their own contribution without exaggeration.

Term	Student-friendly meaning
Resume bullet	A concise statement describing an action, skill, and result.
Action verb	A verb that clearly names what the student did.
STAR response	An interview response organized by situation, task, action, and result.
Portfolio index	A guide showing what artifacts are included and what each demonstrates.
Attribution	Accurately stating who created or contributed to work.
Reflection statement	A short explanation of learning and future application.
CLASSROOM USE All people, employers, figures, brackets, and documents in this packet are fictional. Never place a real Social Security number, employer ID, bank number, or tax document in classroom work.	

Part 1 - Build an Experience Inventory

Fictional student assisted with inventory, created a spreadsheet, greeted customers, researched three vendors, attended eight team meetings, and presented a final recommendation.

Experience	Action	Tool/skill	Result/evidence	Verification
Inventory				
Spreadsheet				
Customers				
Vendor research				
Meetings				
Presentation				

Do not invent results that are not provided.

Part 2 - Write Accurate Resume Bullets

Convert four inventory items into concise bullets.

Draft bullet	Action verb	Skill/tool	Result	Accuracy check
1				
2				
3				
4				

Use “assisted” when the student did not lead the full task.

Part 3 - Build Two STAR Interview Responses

Prepare one teamwork example and one problem-solving example.

STAR part	Teamwork example	Problem-solving example
Situation		
Task		
Action		
Result		
Learning/follow-up		

Keep each spoken response about 60-90 seconds.

Part 4 - Create a Privacy-Safe Portfolio Index

Select an original spreadsheet with fictional data, reflection, approved presentation excerpt, supervisor feedback summary, and skills log.

Item	Skill shown	Privacy/ownership check	Caption	Include/revise
Spreadsheet				
Reflection				
Presentation				
Feedback summary				
Skills log				

Never upload workplace material to a public portfolio without approval.

Part 5 - Defend a Career-Plan Update

Use the evidence to update interests, strengths, skill gaps, education/training, and next experience.

Career-plan area	Evidence	Update	Next measurable action
Interests			
Strengths			
Skill gap			
Training			
Next experience			
Network/reference			

Write 200-250 words and explain one uncertainty.
