

VMock SMART Resume and Editor

How-to Guide

GETTING STARTED

- Go to <http://vmock.com/calmu>
- Once registered, the platform will redirect you to the user dashboard.
- Click on the resume in the top navigation panel and click on Resume Feedback. Upload your resume in the PDF format for the assessment.

UNDERSTANDING VMOCK SCORING AND FEEDBACK

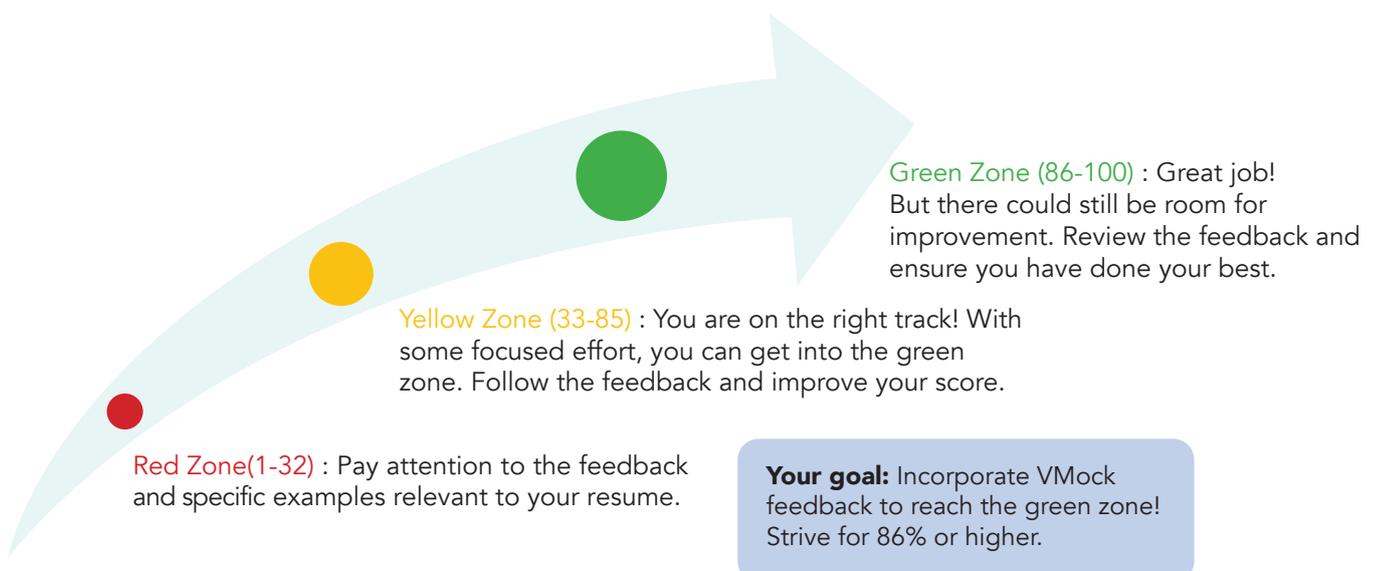
VMOCK Resume SCORE

What is VMock Resume Score?

Provided on a scale of 1-100, VMock resume score is computed based on 3 core modules. It appears automatically in your Student Dashboard after completion of the review process.

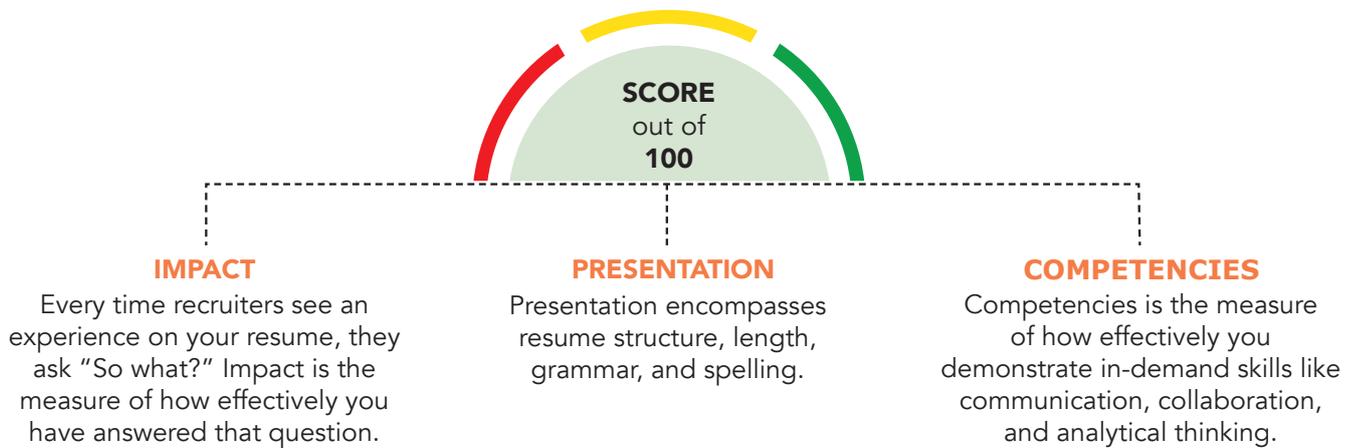
What does the score mean for you?

It indicates how well your resume presents your profile to recruiters and can belong to either Red, Yellow or Green zone.

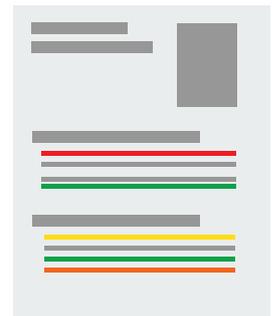


VMOCK SYSTEM LEVEL FEEDBACK

System Feedback has three main modules: impact, presentation and competencies.



- Click on the view detailed feedback button to review the feedback.
- Each main module is comprised of core elements. Scroll down and click through each core element to view corresponding feedback highlighted in your resume.



Within each core element, see guidance to view key insights and suggestions for improvement.

VMOCK RESUME-LEVEL FEEDBACK

Resume-level Feedback

Its core elements comprise of the corresponding sections in your resume and the feedback is generated by benchmarking the content against high scoring resumes of students in your community.

For example

Suppose your Resume includes three sections—education, related work experience, and languages—then Resume-level Feedback will only have three core elements: education, related work experience, and languages.

- ▶ Click Resume-level Feedback, located at the top of the browser.

You can also see feedback on content development and its placement on your resume.

For example

Suppose you list degree, major, and graduation year in the education section of your Resume.

VMock may recommend that you also include GPA, research projects, and coursework.

- ▶ *Click Categories you can include to view sample suggestions.*

UPDATE YOUR RESUME

When you are finished reviewing VMock's detailed feedback, it's time to revise your Resume by incorporating the feedback and customized suggestions.

Once you've completed your updates, re-upload your newly edited resume to view your increased score and suggestions for further improvement until you reach the green zone!

VMock SMART Editor

VMock is delighted to introduce an advanced SMART Editor to help you achieve all-star profile strength. Our machine learning engines scan your resume to offer instant and targeted sample suggestions for each bullet. Secure 24*7, real-time guidance from the platform to make your resume stand out and maximizes your job-search outcomes!

LEVERAGE THESE KEY FEATURES:



Convert Resume to your community template



Instant score improvement & get live feedback



Download your Resume in PDF or Word format

CREATING NEW RESUME

- Click on Resume on the top navigation panel of the user dashboard. Select SMART Editor from the dashboard.
- If you don't have a resume yet, you can simply add your information using our template which will pop up right when you open SMART Editor.
- Start adding content and follow the step-by-step guidance wherein the system will provide the real time feedback. Once you have added sufficient content, you can score your resume and see detailed feedback.

IMPROVING AN EXISTING RESUME

- Upload your existing resume in PDF format to get started.
- VMock SMART Editor will convert your resume into the community template.
- Follow the step by step SMART Editor guidance across the product.
- You can download your resume in PDF and Docx format
- Once you have made all the changes, you can re-score your resume to get an updated score and detailed feedback.

VMOCK FEEDBACK

Bullet Level Feedback

Bullet level feedback evaluates bullet points on six parameters which are action-oriented, active voice, specifics, over-usage, filler words and bullet length to provide suggestions for improvement.

- ▶ *To review bullet level feedback, click any bullet point.*

Note: In case you have any trouble using the system, reach out to us at support@vmock.com

RESOURCES

- To learn more about making a resume on VMock, click on the bottom right icon named "**Help**". This section includes additional guides and support to navigate the platform.
- Next, you will see a list of options to choose from. You can start by clicking on "**Product Intro Video**" where you can get a detailed video to help you make a resume. You can also watch the video transcript for quick reference or specific details.
- Select the "**Quick Guides**" option to learn how to create a new resume or upload a resume.
- You will find a tab next to "**Quick Guides**", named as "**FAQ**". This section includes common questions that you may have for making a resume.
- For technical support, click on "**Support**" tab and send your queries to us. For adding more context, you can attach a screenshot with your query.