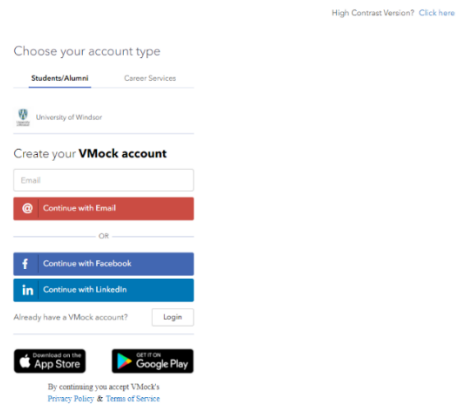
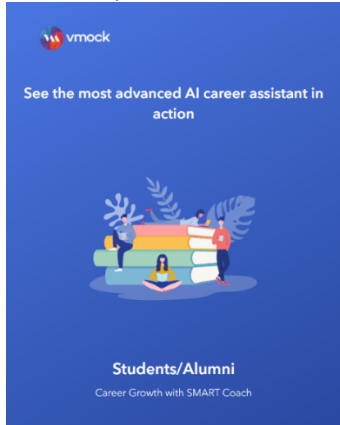


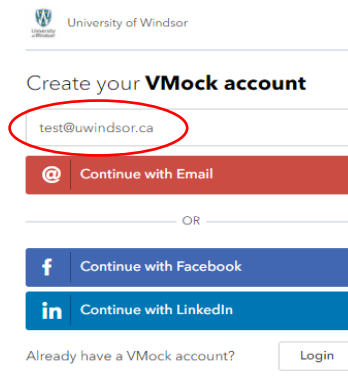
VMock Resume: UWindsor Student Access Details

Signup Instructions and Getting Started

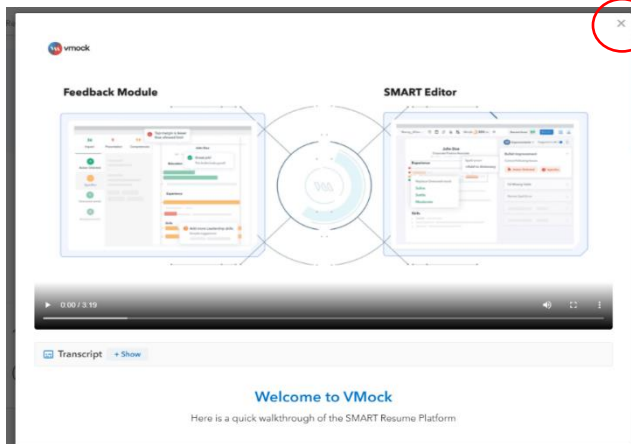
1. Go to <https://www.vmock.com/Uwindsor>



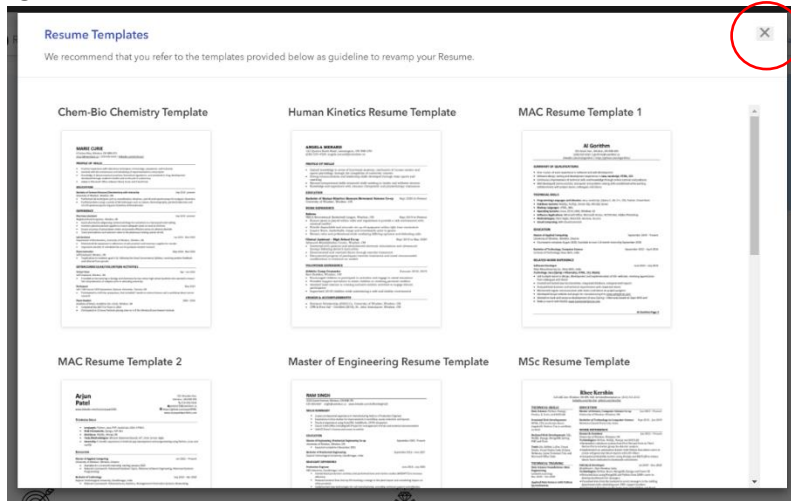
2. Enter your **UWindsor email address** and hit **'Continue with Email'**. Follow the account registration steps.



3. Upon logging in, you will be prompted to watch an introduction video on VMock. After watching the video, you can press the **'X' button** located at the top right.



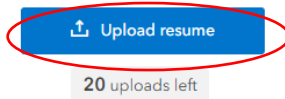
4. Afterwards, you will be prompted to select a resume template. **We encourage you to close this window as it is not necessary at this point.** To close the window, select the **'X'** button at the top right.



5. Once you can view the VMock dashboard, click on the **'Upload resume'** button, and select the resume (saved in PDF form) that you would like to upload from your computer into VMock.

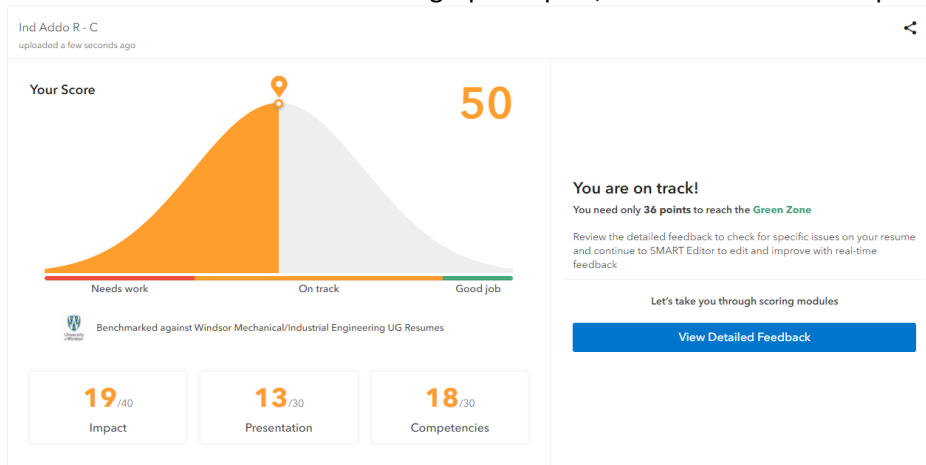
Improve Your Resume

Upload existing resume to get instant feedback



Interpreting Your VMock Resume Score

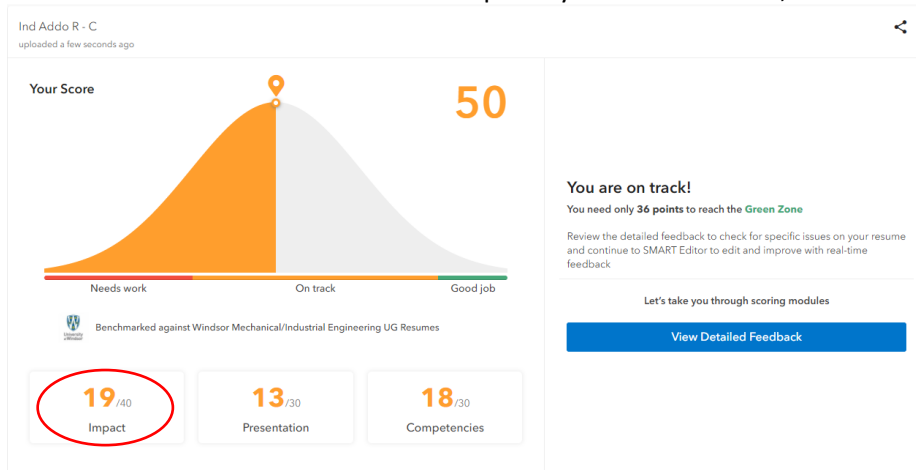
Once VMock evaluates your resume, you will see a screen with a graph and your overall resume score to the top right of it. Your overall resume score is created by summing up how well you performed in 3 areas which can be seen below the graph: Impact, Presentation and Competencies.



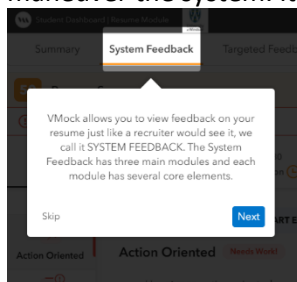
Impact: measures the marketability and effectiveness of your resume's content
Presentation: marks your consistency of formatting (spacing, font, underlines, colour, etc.)
Competencies: evaluates your ability to demonstrate transferable skills

How to Improve Your Resume Using VMock's Recommendations

1. To view detailed feedback on how to improve your resume score, first select the **'Impact'** button.



2. Upon clicking on any of the three criteria, you will be instructed to go through a tutorial on how to maneuver the system. It's advisable to review the tutorials the first time you use VMock.



3. After finishing the tutorial, select the **'Impact'** button to see how well your bulleted action statements scored in terms of Action Oriented, Specifics, Overusage and Avoided Words. As you select each criterion, it will highlight relevant areas for improvement on your resume.

Summary **System Feedback** Targeted Feedback

50 Resume Score

You can increase your score by 12 points. [See how](#)

19/40 Impact **13/30** Presentation **18/30** Competencies

[Auto fix Impact issues with SMART Editor](#)

Action Oriented [Needs Work](#)

Use **strong** action oriented words in the bullets that are not highlighted in green.

Includes more resume bullets with **strong** Action Words where possible.

What is Action-Oriented?

ACADEMIC PROJECTS

Technical Communication Team Project

- Coordinated with a team of students to design and build a prototype of an automated shopping cart
- Was responsible for researching and outlining the financial details of making the shopping cart
- Assisted** in creating a project report

Engineering and Design Team Project

- Coordinated with a team of students to create a project report for the creation of a wheelchair ramp
- Assisted** in designing the wheelchair ramp
- Outlined the Bill of Materials
- Outlined the Product Design Specifications

Assisted in creating the Design Matrix

Frame Name Customer Support

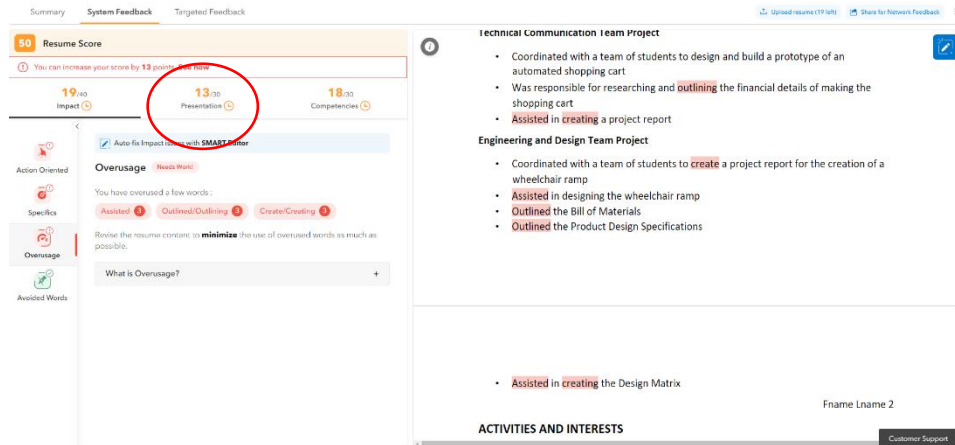
4. When viewing your feedback, colour plays an important role. Text on your resume may be highlighted in either **Green, Yellow, or Red**.

Green: highlights a good example in your resume where only minor edits may be needed.

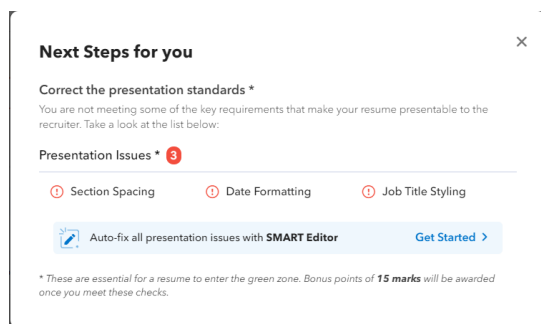
Yellow: indicates that this text needs some work, but you are on the right track.

Red: highly suggests that you rework this text to improve your score.

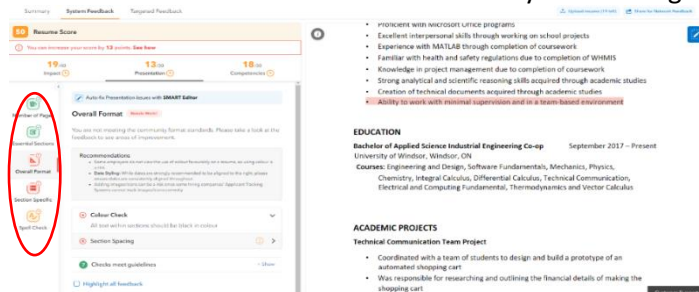
5. After reviewing feedback on Impact, press the **Presentation tab** near the top.



6. Upon pressing the Presentation tab and following the tutorial, a window might prompt you with specific changes that need to be made. These errors are negatively impacting your score, so please make note of these needed fixes.



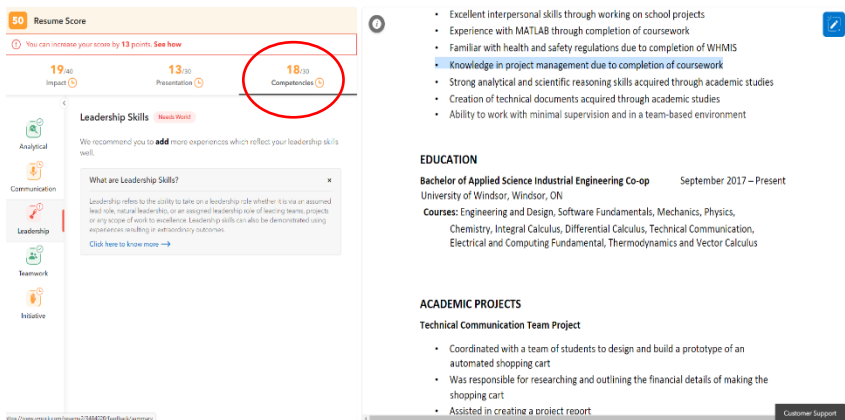
7. Explore the Presentation module and its respective Number of Pages, Essential Sections, Overall Format, Section Specific, and Spell Check tabs to review feedback (Currently spell check is set for US and UK dictionaries as a Canadian dictionary is still being built. Please use Canadian spelling.)



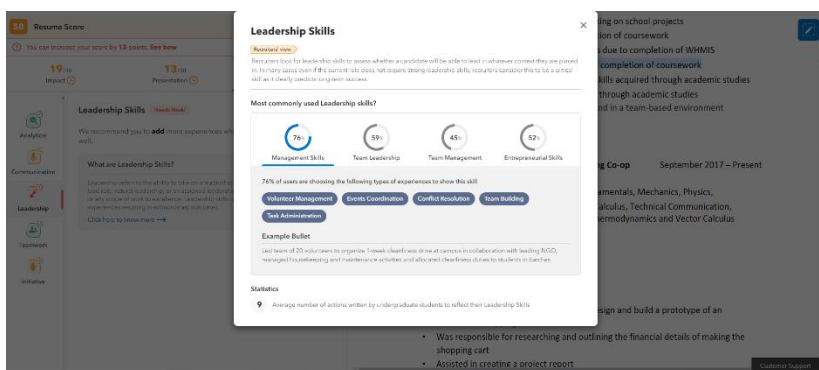
8. Please note that whenever you see a Yellow Information symbol, this is a mandatory edit that needs to be made and will grant you significant points when you rescore your resume.



9. After reviewing the Presentation recommendations, select the **Competencies** tab to see how you can improve your bullet points to showcase Analytical, Communication, Leadership, Teamwork, and Initiative skills on your resume.



10. If you are experiencing difficulties with improving your bullet points, you may select the **'Click here to know more →'** button to view examples of how you can better demonstrate different skills.



After Reviewing VMock's Recommendations

Upon reviewing the feedback provided by VMock, perform the following edits depending on your score:

Score is above or equal to 75: Review all feedback from VMock and make necessary changes to improve your score. You want to submit the highest quality resume for grading. Typically, if you score above 75, it will be easiest to edit your document outside of VMock. You can then re-upload your edited resume for a new score. (You have the option to use VMock's SMART Editor to make your revisions, but if you have a high presentation score already, we recommend not using the SMART Editor as it will force you to select a resume template).

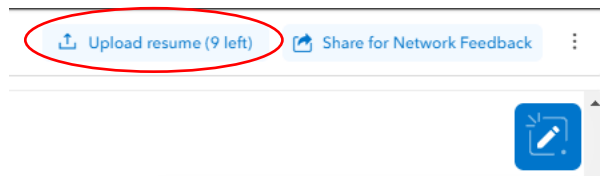
Score is between 50 and 74: Carefully review the feedback provided by VMock and make the suggested edits with either using VMock's SMART Editor or by making the edits directly on your resume outside of VMock. If your presentation score is high, we recommend making the changes outside of VMock and

then uploading for a new score once all changes have been made. If you choose to use the SMART Editor feature in VMock, you will need to select a resume template from the system (see the tips near the end of this document). Once you have completed your edits, continue to make improvements as necessary until you reach a resume score of at least 75. We recommend aiming for a higher score if possible.

A score less than 50: To improve your resume, we highly recommend utilizing VMock's SMART Editor system to make your edits. Carefully review the feedback provided by VMock and make your edits by following each of VMock's prompts.

Editing Outside of VMock's SMART Editor

If deciding to make your edits outside of SMART Editor, you can make your revisions on your computer and then reupload your resume to get a new score. Please remember, **you can only upload your resume 10 times into VMock**, so be mindful of your edits. To reupload your resume, select the **'Upload Resume' button** located at the top right of the screen where you viewed your feedback.

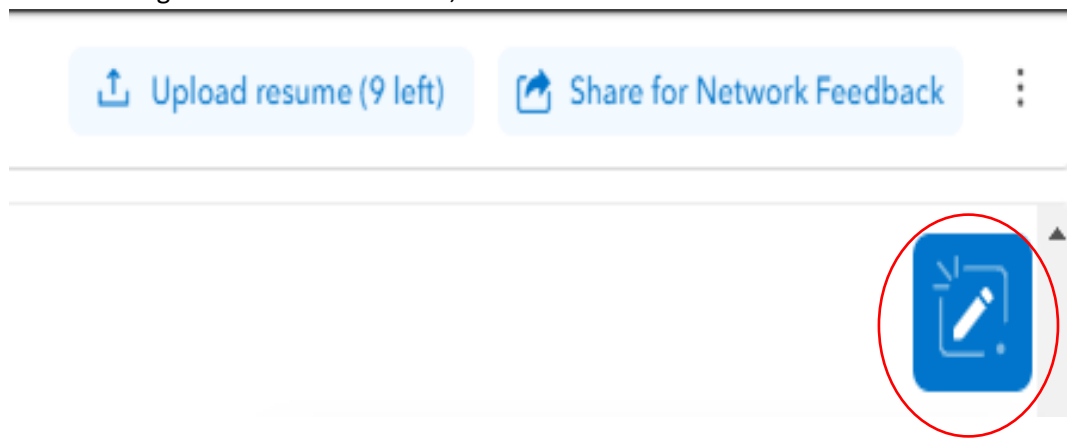


After reviewing the recommendations for your edited resume, you will get a new score. If you are satisfied with your new score and it is greater than or equal to 75, you may upload your new resume onto Blackboard for grading.

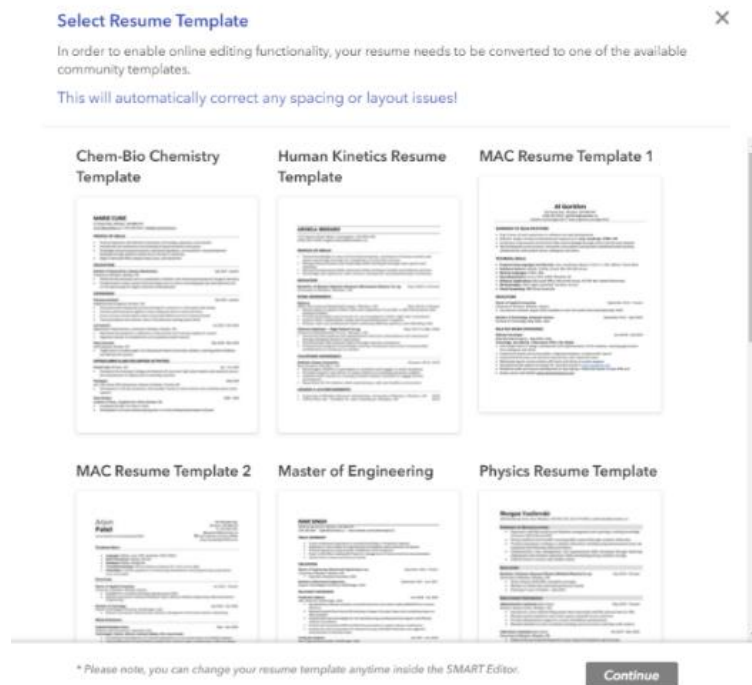
If you have a low presentation score or a low overall score (below 50) you are encouraged to use VMock's Smart Editor.

Using VMock's SMART Editor

1. To start using VMock's SMART Editor, click on the **Blue Pencil Icon**.



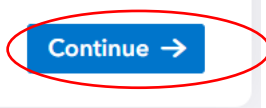
2. Select a resume template you would like to use to recreate your resume. **Please note that you may select any resume template; not just the one that is specific to your program. You are encouraged to select the one you visually like the look of, so that students from similar programs don't all have resumes that look alike.**



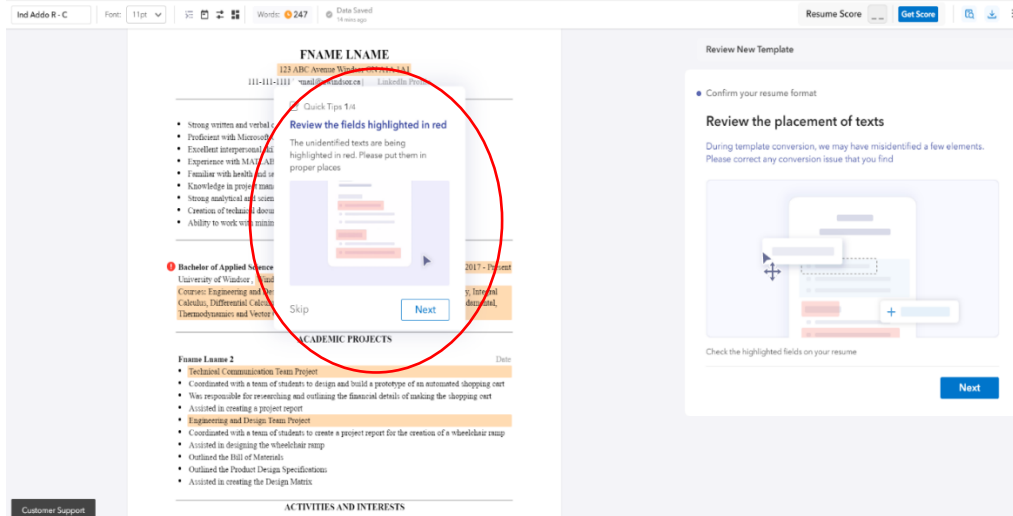
3. Once you select a template, SMART Editor will convert your old resume into a new one, and you will see how many points you gained through using a new template. The use of a template typically corrects a number of "Presentation" errors.



4. To make edits on your new resume, select the 'Continue' button.



5. Similar to reviewing feedback earlier, VMock will prompt you to follow a tutorial on how to use SMART Editor. It is advisable to follow the tutorial.



6. The SMART Editor will first have you correct any formatting errors. Using the Editor, make the necessary changes by making sure dates are aligned to the right, position titles are bolded, dates are consistent, etc. Note that occasionally VMock does not correctly identify information from your original resume (for example a job title) so you may need to make corrections to your information in the SMART Editor.

Bachelor of Applied Science Industrial Engineering Co-op Sep 2017 - Present
University of Windsor, Windsor, ON
Courses: Engineering and Design, Software Fundamentals, Mechanics, Physics, Chemistry, Integral Calculus, Differential Calculus, Technical Communication, Electrical and Computing Fundamental, Thermodynamics and Vector Calculus

ACADEMIC PROJECTS

Fname Lname 2	Date
Technical Communication Team Project	
Coordinated with a team of students to design and build a prototype of an automated shopping cart	
Was responsible for researching and outlining the financial details of making the shopping cart	
Assisted in creating a project report	
Engineering and Design Team Project	
Coordinated with a team of students to create a project report for the creation of a wheelchair ramp	
Assisted in designing the wheelchair ramp	
Outlined the Bill of Materials	
Outlined the Product Design Specifications	
Assisted in creating the Design Matrix	

ACTIVITIES AND INTERESTS

Member, University of Windsor Engineering Society	
2016 - Present 2016	
Member, Association of Energy Engineers (A.E.E)	
Present	

CERTIFICATE AND TRAINING

Workplace Hazardous Materials Information System (WHMIS)	
September 2018 2018	
Accessible Customer Service Certified	

7. When writing dates on the Editor, you can utilize the Date Range and Single Date window to ensure consistent dates across your resume.

ACADEMIC PROJECTS ▼

Technical Communication Team Project Date

- **Technical Communication Team Project**
- Coordinated with a team of students
- Was responsible for researching and
- Assisted in creating a project report
- **Engineering and Design Team Project**
- Coordinated with a team of students
- Assisted in designing the wheelchair
- Outlined the Bill of Materials
- Outlined the Product Design Specifications
- Assisted in creating the Design Matrix

ACT Delete Cancel Save

• Member, University of Windsor Engineering Society
2016 - Present 2016

8. Red exclamation marks mean this is a mandatory fix and you can use a pre-built dialogue option to replace it.

1 Bachelor of Applied Science Industrial Engineering Co-op

9. After fixing Presentation errors, the system will scan for potential spelling mistakes. If VMock discovers a word is incorrect but it is actually spelled correctly, you can use the **Dictionary** tool so VMock can ignore certain words.

Resume 11/11 245 Words Data Based Resume Score Get Score

Review Highlighted Spell Errors

We found some potential spelling errors in your resume. Please review & correct them.

Potential spell errors found in your resume

Once you are done with the presentation issues, you can use the improvement suggestions on **bullet structure & skills**

Load all suggestions

10. Then, VMock will detect Impact and Competencies errors that can be fixed. Please make careful note of them on the right and make the necessary changes using the built-in editor.

11-111-1111 | email@uwindsor.ca | LinkedIn Profile

SKILLS

- Strong written and verbal communication skills through academic studies
- Proficient with Microsoft Office programs
- **Excellent** interpersonal skills through working on school projects
- Experience with MATLAB through completion of coursework
- Familiar with health and safety regulations due to completion of WHMIS
- Knowledge in project management due to completion of coursework
- Strong analytical and scientific reasoning skills acquired through academic studies
- Creation of technical documents acquired through academic studies
- Ability to work with minimal supervision and in a team-based environment

EDUCATION

Bachelor of Applied Science Honours Industrial Engineering Co-op Sep 2017 - Present

University of Windsor, Windsor, ON

Courses: Engineering and Design, Software Fundamentals, Mechanics, Physics, Chemistry, Integral Calculus, Differential Calculus, Technical Communication, Electrical and Computing Fundamentals, Thermodynamics and Vector Calculus

ACADEMIC PROJECTS

Technical Communication Team Project Feb 2020 - Apr 2020

- Coordinated with a team of students to design and build a prototype of an automated shopping cart
- Was responsible for researching and **outlining** the financial details of making the shopping cart
- Assisted in **creating** a project report
- Engineering and Design Team Project
- Coordinated with a team of students to **create** a project report for the creation of a wheelchair ramp
- Assisted in designing the wheelchair ramp
- Outlined the Bill of Materials
- Outlined the Product Design Specifications
- Assisted in **creating** the Design Matrix

ACTIVITIES AND INTERESTS

- Member 2016 - Present 2016
- Member & Coordinator of Future Engineers (A.P.E.)

12 All Improvements

- Excellent - Remove filler word
- WHMIS - Review spell error
- Coordinated with a tea... - Include specifics
- Was responsible for res... - Improve bullet impact
- Assisted in creating a pr... - Improve bullet impact
- Engineering and Desig... - Improve bullet impact
- Coordinated with a tea... - Improve bullet impact
- Assisted in designing th... - Improve bullet impact
- Outlined the Bill of Mat... - Improve bullet impact
- Outlined the Product D... - Improve bullet impact

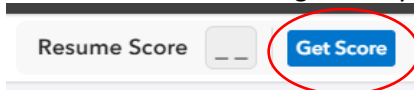
11. Additional tools such as adjusting spacing, bullet points and date formatting can be found on the top.



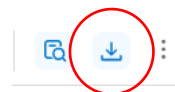
12. To preview your edited resume, select the icon with the magnifying glass.



13. Once you are finished making ALL edits, select the **'Get Score' button** to get your new result. Remember, re-scoring counts as one of your 10 uploads, so it's best to make as many edits as needed before re-scoring. Once you have a new score, continue making improvements as needed.



14. If you are satisfied with your resume and scored at least 75, you can download the resume you created as a Word document and make any small changes that may be needed to ensure it is visually appealing. You can always reupload it for a score if you make modifications outside of VMock. Follow the instructions on your Transform Course site to submit your resume to be graded by staff. Remember you want to tailor your resume for the job you selected (and VMock won't detect if you have done that, but staff will).



Tips to Get a Higher Score in VMock

1. If you are having trouble with increasing your Presentation score, then refer to our templates in the Transform manual to see how content is formatted and consider using the SMART Editor.
2. Ensure bullet points and dates are consistently aligned! It might be difficult to move dates around in SMART Editor, so downloading a copy for yourself to work on, and then re-uploading a PDF copy, might be useful.
3. An easy way to improve your Impact score is by including numbers in your bullet points. For instance, instead of just writing "worked in a team", you can write, "worked in a team of 7" to earn points.
4. SMART Editor may convert your one-page resume into a two-page resume. To double-check, select the Preview option or download a copy of your resume. Adjust outside of VMock as needed.
5. Two-column resumes are difficult for VMock to analyze. In this case, we recommend using VMock to look primarily at the Impact and Competencies scores, then make your necessary edits outside of VMock's system, and upload your resume onto Blackboard with VMock's edits in your new copy.