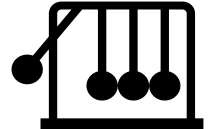


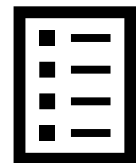
An Introduction to the VMock Resume Module

VMock is a platform that reviews your resume and provides you with a score out of 100. Three factors are used to determine your score: Impact, Presentation and Competencies. To help you understand your score, let's look at each factor in greater detail.

Impact looks at the impression you leave on employers based on the strength of your action statements and descriptions of your experiences. To receive a high score in this category it's important to use strong (but accurate) action verbs to start each of your bulleted statements. When describing your contributions, include relevant measurables or quantifiable information and the impact or outcome of your actions. For example, a low scoring statement might be: Responsible for creating presentations with teammates. A higher score would be received if this was written as: Created and delivered 2 presentations as a team of 4, which summarized research and project findings for classmates and professors.



Presentation evaluates how your resume looks visually and focuses on whether it meets formatting requirements. This category will catch differences in fonts, spacing and inconsistencies in format. This section will also provide feedback if needed information is missing or incorrect - for example failing to include a university email address or complete degree name. To receive a high score in this category, ensure your resume does not exceed 2 pages, that headings, subheadings, organization names, dates, and bullet points are included and formatted consistently. Avoid using italics as it can be difficult to read but do use bold to emphasize your name and headings. You also need to have correct spelling throughout your resume. Parameters are set to ensure information is easy to find and read.



Competencies assesses your ability to demonstrate transferrable skills that employers look for in candidates including analytical and communication skills, demonstration of leadership and the ability to contribute to teamwork, as well as to take initiative. You can prove these skills by sharing relevant information from work experience, school projects and coursework, volunteer experiences, extra-curricular activities, or personal projects. If you score lower in a competency category, determine if you have relevant information to add. If you don't, that's okay. You may have lower scores in some of these categories that can't be changed until you gain more experience. Just aim to develop these skills through future activities, to enhance your resume at a later time. VMock will not be able to assess if you have demonstrated specific skills needed for the job but know that employers are looking for job-specific skills as well. Therefore, ensure you review each job posting in detail before updating your resume, so that you can demonstrate both transferrable and technical skills to employers.



Your score out of 100 will be colour coded. You will also find subcategories within each of the scoring criteria that are colour coded as well. What do the colours mean?



Green zone: Well done! There may still be opportunities to make further improvements, so be sure to review all of the feedback provided.



Yellow Zone: You've implemented some of the requirements and are on the right track. Apply the feedback to improve your score and get into the green zone.



Red Zone: Use the feedback provided to make improvements to your resume. Review feedback for each category and subcategory to make specific changes to increase your score.

Your goal is to be in the **GREEN ZONE**. VMock's standards for scoring are very strict and it is nearly impossible to score 100. Aim to score in the 80's or 90's and remember, don't lie or make up information to improve your score. You have to present your experiences honestly. As you will have limited uploads in VMock (10 total), it is best to make all possible improvements based on VMock's suggested changes before you re-score your resume.