VMock SMART Career Platform
Algonquin College
Resume Review Activity

The purpose of this resume review activity is for learners to improve their resumes based on personalized feedback and community best practices. VMock will assess how well you have marketed your core competencies and assist you in showcasing the skills you've gained though your academics and experiences.

GETTING STARTED

- Save your current resume in a **PDF** format. You are recommended to do this by following these simple steps:

  o Open your completed resume in Microsoft Word.

  o Click on File and then "Save As".

  o When the "Save As" window opens, in the drop-down menu next to "Save as type: ", select "PDF (*.pdf)", "Best for printing" and click on "Save".

- **Go to www.vmock.com/algonquincollege and Login.**

- You will be given an option to "Upload" or "Create" a resume. If uploading, make sure your resume is in **PDF** format (refer to Step1) for the assessment.

- Click on "View Detailed Feedback" and explore the feedback provided by the system on various parameters- Impact, Presentation and Competencies.

- Review the personalized, targeted feedback provided by the system, and incorporate the suggestions to revise your resume.

  o You will also have an option to edit your resume using the "SMART Edit" feature.

- After incorporating the suggestions, "Re-score" your resume. You will be given a new score, which should be higher. **Aim for a score of 50 or above, and for the 3 core modules (Impact, Presentation, Competencies) to be in the orange 'On Track!' zone.**

- Take a screenshot of your Resume Score Summary page and submit it as part of your Co-op Job Application Package assignment before the deadline.

Click on the "Help" button in the bottom right-hand corner if you need further assistance, there is a "Quick Guide" which will show you how to use the different features of the platform as well as a FAQ document. Feel free to also email Customer Support if you are experiencing technical or system-related issues.

**Each student has 10 resume uploads per academic year, please make as many changes as possible to your resume document before re-scoring it.

Vmock Resume Review Activity – Screenshot

1. Follow the Vmock Resume Review Activity guidelines to review, score and improve your resume.
2. Take a screenshot of your Resume Score Summary page and submit it as part of your Co-op Job Application Package assignment before the deadline.
3. **Vmock Resume Score Summary** page screenshot should include the following information:
   a. Your initials at the top right hand corner of the page.
   b. The overall score for your resume. **Aim for a score of 50 or above.**
   c. Your score for the three core modules, Impact, Presentation, and Competencies, assessed by Vmock. **Aim for the score for each of the three modules to be in the orange 'On Track!' zone.**