



HOW TO CREATE A STELLAR RESUME WITH VMOCK: A STEP-BY-STEP GUIDE

Career Acceleration Platform

Powered by Artificial Intelligence.

Login

Candidate Corporate Higher Education Partnership

STEP 1: GETTING STARTED

- Go to www.vmock.com/sfsu and enter your university credentials
- You will be redirected to profile setup page, wherein you need to answer a few questions to complete your profile.
- Once you finish setting up your profile, you will be redirected to students dashboard
- Please make sure to spend enough time on the walk-through video to understand the platform.

Choose your account type

Students/Alumni Career Services

SAN FRANCISCO STATE UNIVERSITY San Francisco State University

@ Continue with University ID

Download on the App Store GET IT ON Google Play

By continuing you accept VMock's [Privacy Policy](#) & [Terms of Service](#)

Complete your profile

Please select your Class Year: *

Select an option

Please check-off your CLA professional development course: *

Select an option

Please check-off your instructor name: *

Select an option

Please check-off your section of your Spring 2022: *

Select an option

Finish

Student Dashboard

TU Test User

Resume

vmock

SMART Editor

0:00 / 3:19

Transcript Show

Welcome to VMock

Here is a quick walkthrough of the SMART Resume Platform

Help

For further assistance, click on the help button

STEP 2: CREATE NEW OR UPLOAD YOUR EXISTING RESUME

Click on SMART Editor to achieve all-star profile strength by creating a new resume or uploading your existing resume.

Please note: Students gets 10 uploads in a given academic year. Also, ensure that one rescore counts for one upload. Please be mindful while clicking on rescore button and only do so when you are satisfied with all the changes made.



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.
- Once you have made all the changes, you can re-score your resume to get an updated score and detailed feedback.
- You can download your resume in PDF and Docx format.

CREATING NEW RESUME

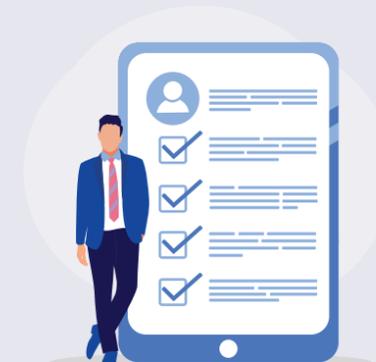
- If you don't have a resume yet, you can simply create new resume using your community template by clicking on the **'Create New'** button on the student dashboard.
- Start adding content and follow the SMART Assistant for step-by-step guidance wherein the system will provide the real time feedback.
- Once you have added sufficient content, you can score your resume and see detailed feedback.

STEP 3: UNDERSTANDING FEEDBACK



IMPACT

Provides actionable and targeted feedback for every bullet that helps bring out the size and scope of your experience and thereby create a powerful impact on recruiters



PRESENTATION

Ensures you don't miss the finer details with comprehensive presentation checks which are based on your college template and requirements



COMPETENCIES

Showcase the right skill set with an intelligent assessment of core competencies (Communication, Analytical, Teamwork, Leadership and Initiative) reflected in the experiences written on your resume

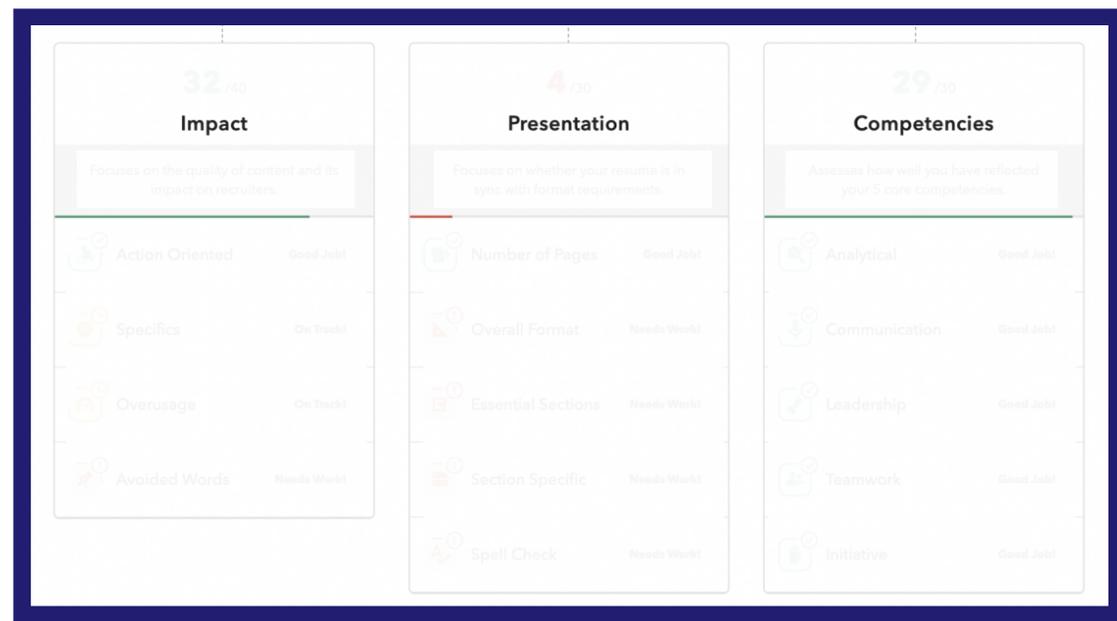
STEP 4: NAVIGATING FEEDBACK

- Click the blue 'View Detailed feedback' button to review the feedback. You may navigate between each module by clicking on its name, below your resume score.
- Each module comprises of core elements. Scroll down and click through each element to view corresponding feedback highlighted in your resume.

[View Detailed Feedback](#)

System Level Feedback

System Feedback has three main modules: Impact, Presentation and Competencies. You may navigate between each module by clicking on its name, below your Resume Score.



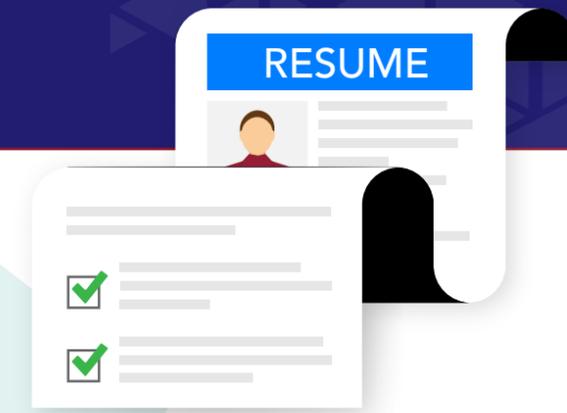
Targeted Feedback

Targeted feedback provides a bullet-by-bullet analysis on how well the bullet has been structured, and detailed feedback is provided for that bullet.

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

To review bullet level feedback, click any bullet point.

STEP 5: AIM FOR GREEN ZONE



Green Zone (86-100): Great job!
Schedule an appointment with a career counselor to have a focused conversation.

Yellow Zone (33-85): You are on the right track!
Follow the best practices and feedback provided by the platform to reach the green zone.

Red Zone (0-32): If your resume is in red zone, you need to fix presentation checks and include relevant experiences. Pay attention to the feedback and specific examples relevant to your resume.

Get a stellar resume for your dream job with

VMOCK SMART RESUME + SMART EDITOR



Create and edit resume online with VMock



Instant score improvement and live feedback using 100+ critical parameters



Bullet-by-bullet feedback makes resume better with each sentence

Note: In case of any queries, please reach out to VMock customer support at support@vmock.com