

# Resume Check Platform

## How-to Guide

### GETTING STARTED

- Go to <http://vmock.com/monash> and sign in with your University Email ID.
- Click on Upload Resume and select a PDF version after the file explorer launches.

(Note: If you don't have a resume, go to See Template -> Download Template -> Update and save as .pdf)



Upload resume (9 left)

- Once selected, the resume review process is initiated. Students are allowed a maximum of 10 uploads a year

### UNDERSTANDING VMOCK SCORING AND FEEDBACK

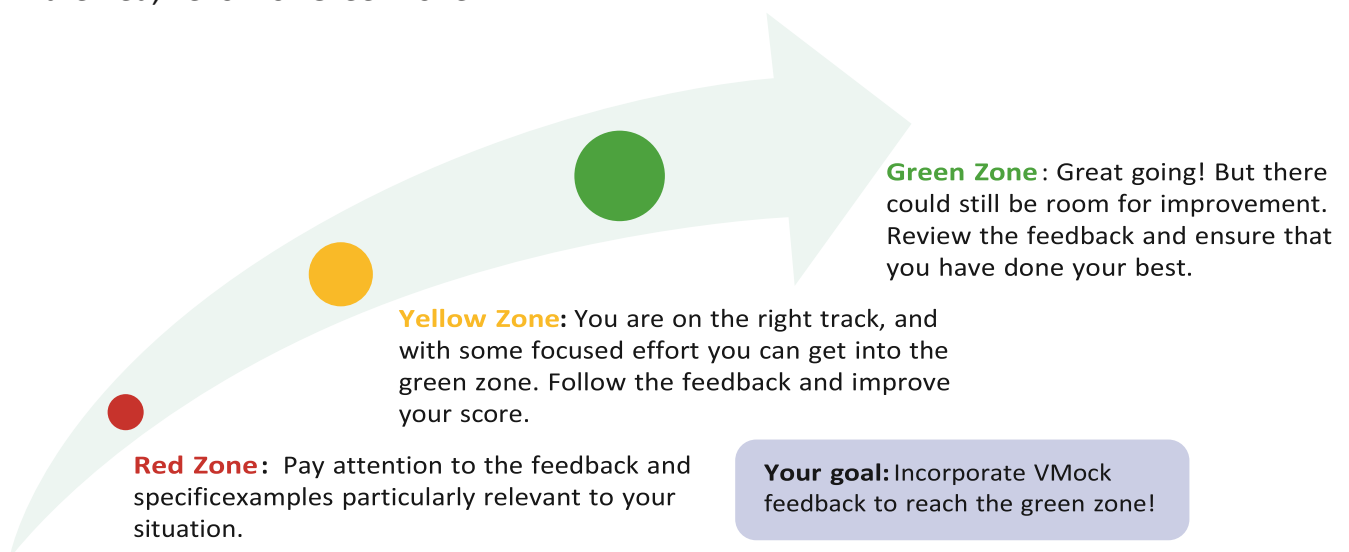
#### VMOCK RESUME SCORE

##### What is VMock Resume Score?

Provided on a scale of 0-100, VMock Resume Score is computed based on 3 core modules. The score appears automatically in your Student Dashboard after completion of the review process.

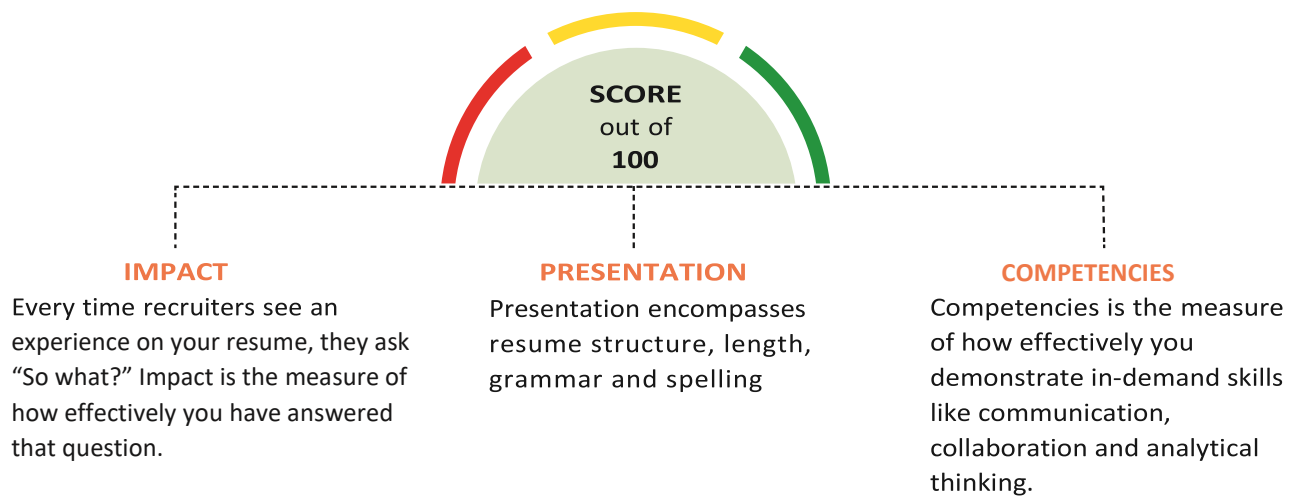
##### What does the score mean for you?

It indicates how well your resume presents your profile to recruiters. The score can be situated in the Red, Yellow or Green zone.



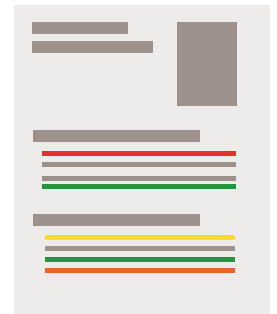
## VMOCK SYSTEM LEVEL FEEDBACK

System Feedback has three main modules: Impact, Presentation and Competencies.



- Click the **View Feedback** button to review the feedback on your resume.
- Next, click the **See Detailed Feedback** button to navigate to System Feedback.
- You may navigate between each module by clicking on its name, below **Your Resume Score**.
- 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, click **See Guidance** to view key insights and suggestions for improvement.



## VMOCK TARGETED FEEDBACK

Targeted feedback is generated by benchmarking the content on your resume against other high scoring resumes. The core elements in this feedback correspond to the sections in your resume. For example; if your resume features three sections on Education, Related Work Experience and Languages, then Targeted Feedback will only contain the core elements of Education, Related Work Experience and Languages.

- ▶ Click **Targeted Feedback**, located at the top of the browser.

### Section Level Feedback

This provides feedback on content development, and its placement on your resume. For example; if you list Degree, Major and Graduation Year in the Education section of your

resume, the system may recommend that you also include Grade Point Average (GPA), research projects and coursework.

▶ **Click Categories You Can Include to view sample suggestions.**

### **Bullet Level Feedback**

Section Level Feedback also includes bullet level feedback. This evaluates the language used in each bullet point on six parameters; action-oriented, active voice, specifics, over-usage, filler words and bullet length, and provides suggestions for improvement.

▶ **To review bullet level feedback, click any bullet point highlighted in blue.**

## **UPDATE YOUR RESUME**

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

Once you've completed your updates, upload a copy of your newly edited resume to view your increased score and any other suggestions for further improvement. Remember; your objective is to reach a resume score in the green zone.

## **NEED MORE HELP?**

If you experience any difficulties or require assistance, use the Vmock Help function.