



## What is VMock?

**VMock** is a powerful, easy-to-use automated online resume platform. This “virtual resume assistant” will help you get instant feedback on your resume within seconds of uploading it. The system will suggest edits to help strengthen your resume.

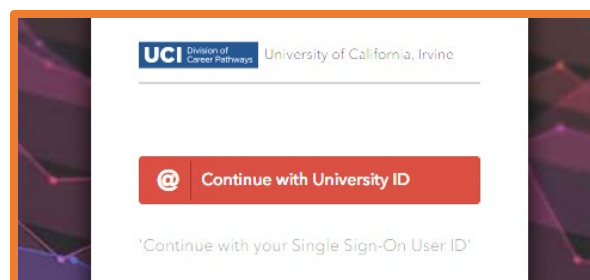
*Focus on feedback,  
not on score!*

## How does VMock work?

VMock uses a combination of smart technologies to simulate the way recruiters typically review resumes. These include a combination of artificial intelligence, data analytics, and language processing to determine where your resume falls within its scoring structure. The system also looks for three areas – impact, presentation, and soft skills – and offers feedback on highlighted areas to help make your resume stronger. Best of all, you can use VMock whenever is best for you. It’s available all day, every day!

## Sign up and get started

**1. Create your account** – From <http://www.vmock.com/uci>, Click on “Continue with University ID.” Use your UCI single sign-on user ID to sign in. Next, you’ll be asked for your school and year. This information will assign you to the appropriate benchmark.



**2. Upload your resume in PDF format** – VMock will review your resume and present you with a summary and feedback. Click on “View Feedback” to see the detailed report. *If you’re having trouble converting from Word to PDF, try [www.pdfonline.com/convert-pdf/](http://www.pdfonline.com/convert-pdf/).* Take your time when reviewing each point.

### SMART Benchmarking

Benchmarks your profile against millions of others to deliver the most accurate feedback tailored to your experiences.

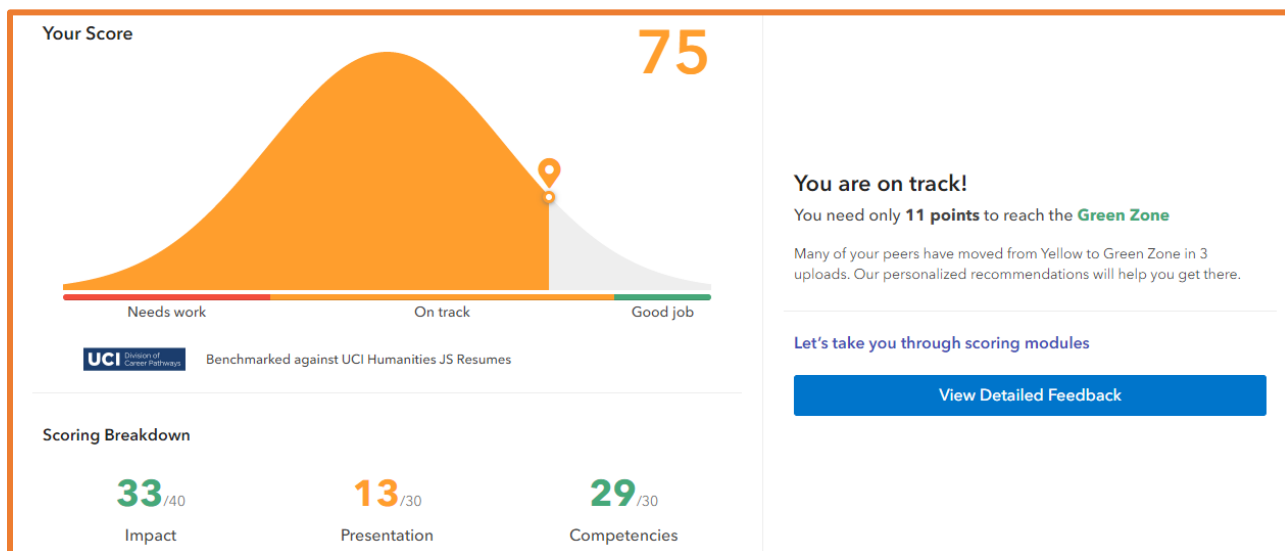
PeterAnteaterResume  
uploaded a few seconds ago

Behind the scenes

<input checked="" type="checkbox"/> Initializing	<input checked="" type="checkbox"/> Identifying sections	<input type="checkbox"/> Analyzing impact
<input checked="" type="checkbox"/> Processing resume	<input type="checkbox"/> Identifying bullets	<input type="checkbox"/> Benchmarking skills
<input checked="" type="checkbox"/> Identifying content	<input type="checkbox"/> Identifying past experiences	<input type="checkbox"/> Calculating scores
<input checked="" type="checkbox"/> Benchmarking	<input type="checkbox"/> Analyzing bullets	<input type="checkbox"/> Almost done



3. **Improve your resume** – Once you've seen the suggestions for your resume, make changes and submit your resume again. Don't worry about the numerical score – Aim for the **green zone!**



**75 Your Resume Score**

You can increase your score by 17 points. See how

33/40 Impact    13/30 Presentation    29/30 Competencies

**Action Oriented**

You have done a good job of using action-oriented language in the following sections:

- Work Experience

**What is Action-Oriented?**

Your resume bullets and experiences need to showcase the work you did. Begin your bullets with strong action verbs that inform the recruiter of the actions YOU performed.

**WORK EXPERIENCE**

- Peer Academic Advisor | UCI School of Education, Irvine CA May 20XX–Present
  - Counsel diverse undergraduate students in Education major selection, class scheduling, and resource referrals
  - Maintain awareness of current course offerings per quarter and school programs, major, academic unit, minor
  - Offer assistance and consultation to campus organizations – Study Abroad, Divisions of Career Pathways
  - Act as liaison between Education Academic Counselors and students in resolving academic advising problems
- Bright Horizons Teacher, San Francisco, CA July 20XX–Sep 20XX
  - Assisted, supervised, and interacted with sixth grade to maintain children's safety
  - Implemented curriculum with 5 teachers regarding snack, homework, and enrichment activities to maintain structure
  - Assessed children on Desired Results Development Profile on measures (e.g., Self and Social Development, Health)
  - Tutored children individually with homework assignments on subjects of mathematics, social studies, and reading
- Receptionist at Great Clips Inc., Irvine CA May 20XX–Nov 20XX
  - Handled all money transactions with customers via cash, gift card, and credit card to ensure productivity of salon
  - Opened and closed register, monitor cash amount, count and record money in cash drawers to ensure correct amount
  - Practiced professional phone etiquette and customer service while handling customer inquiries and complaints
  - Assisted in the training of 1 receptionist and 2 stylists to navigate the Great Clips computer system efficiently

## Troubleshooting

- I am not able to upload my resume on VMock. What should I do?** Make sure your resume is in PDF format, is not copyrighted or password protected, and does not contain a cover letter. If you're having trouble converting from Word to PDF, try [www.pdfonline.com/convert-pdf/](http://www.pdfonline.com/convert-pdf/).
- I'm stuck on the analysis screen and unable to see my resume score. What should I do?** Check your internet connection or login to your account again. You may also need to clear your browser cache and try again. If the problem persists, please contact support@vmock.com.

## GET MORE RESUME SUPPORT

Need more help? Check out these other Career Pathways resume resources:

- How To Guides:** <https://career.uci.edu/quick-tip-library/>
- Career Toolkit:** <https://career.uci.edu/career-toolkit>
- Career Advice Videos:** <https://career.uci.edu/careerspots/>
- Resume Help:** <https://career.uci.edu/undergraduate/develop-a-resume-cover-letter/>
- Counseling Appointments:** <https://career.uci.edu/undergraduate/explore-a-career/counseling-appointments/>