

VMock is an online resume tool designed to provide you with instant and personalized feedback to help you improve your resume.

## 01. LOG IN with your SJSUOne ID and password

Currently registered students have access to VMock. To log in, go to [vmock.com/sjsu](https://vmock.com/sjsu).

## 02. UPLOAD or CREATE your resume

UPLOAD	CREATE
<ul style="list-style-type: none"><li>• Upload your resume only as a PDF file.</li><li>• Format resume into one column.</li><li>• Use a standard font (e.g. Arial, Calibri, Verdana).</li><li>• Do NOT add images, tables, or graphics.</li><li>• Click on the blue <i>View Detailed Feedback</i> button to review the system feedback.</li></ul>	<ul style="list-style-type: none"><li>• Essential sections will be autopopulated into the resume builder.</li><li>• Fill in applicable content for those sections.</li><li>• Reorganize sections, if needed, by hovering over the right-hand side and selecting “<i>Move Up</i>” or “<i>Move Down</i>.”</li><li>• Essential sections cannot be deleted, but if no content is entered, it will not appear in the downloaded version.</li><li>• Add new section/subsection, based on experience and industry, from list of options or type in the search bar.</li></ul>

## 03. UNDERSTANDING VMock scoring

- VMock resume score is computed based on three main modules and evaluated against top SJSU resumes.
- Scoring on VMock is strict. Don't stress about your score; focus on your color zone and aim to move closer to the Green Zone.



**Red Zone:** Needs improvement. Pay attention to the feedback and specific examples.



**Yellow Zone:** You're on the right track. Follow the feedback to make improvements (score of 70 is good).



**Green Zone:** Great job! There might still be room for improvement. Make sure to review the feedback.

## 04. UPDATE your resume

- If you uploaded a resume and have reviewed VMock's detailed feedback, click the *SMART Edit* pencil to make revisions based on the feedback and suggestions; click *Rescore*.
- If you created a resume and have added all your content, click *Get Score*.
- Each time you Rescore, it will count towards your 10 resume uploads per year.
- Continue to make updates to your resume as needed. Aim towards reaching the Green Zone.

### Keep in mind...

- Use VMock as a starting point to get feedback on a traditionally formatted resume.
- You are allowed **10** resume uploads per year.
- When questioning VMock's feedback, use your best judgment. For more information on resume format and content, or if you are unsure of what sections to add, click *See Template > Download template and guidelines*.
- For additional help, attend Career Center drop-in hours or schedule an appointment with a career counselor on [Spartan Connect](#).