



# GUIDE TO VMOCK

## What is VMock?

VMock is a free resume checker. It's designed to analyse your document and provide feedback on impact, presentation and competencies.

## How do I access VMock?

Log in at <https://www.vmock.com/adelaide> with your Student ID and password.

## Which category should I select when I log in?

Select the category that best matches your current degree. For double-degrees, select the category that best describes your current/primary career focus or interest area.

## How should I prepare my resume?

VMock is best used when you have a resume that you have already spent some time working on. If you would like to start with a template, these are made available to you on your first login as well as on [your dashboard](#) via the "Templates & Guidelines" button.

Remember that the feedback provided in VMock is intended as a guide only – **there is no such thing as the perfect resume**, and different employers have different needs. To get the most out of your upload, pay attention to the following:

**Page length:** we recommend a resume of no more than 3 pages for undergraduates and no more than 4 pages for postgraduates

**Design elements:** VMock may not recognise visual design elements in your resume, such as shapes, graphics, columns etc. If you have a "designed" resume, we recommend converting it to a plain text format to focus your check on the written content (before reverting)

## What headings should I use?

Although in practice you can title your resume sections in whatever way is the most relevant to you and your interest, VMock will suggest a series of "standard" section headings to use. Some of these are specific to your industry and may include:

- Executive Summary
- Career Objective
- Career Goal
- Career Summary
- Personal Summary
- Personal Statement

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- Education
- Qualifications

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- Experience (including any descriptors like Work, Volunteer etc.)
- Employment

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- Projects
- Placements
- Internships

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- Skills
- Skills Summary
- Software
- Software & Languages
- Languages

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- Awards
- Achievements
- Awards and Achievements
- Professional Development
- Certificates
- Scholarships

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- Professional Memberships
- Memberships

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- Volunteering
- Voluntary Experience
- Community Activities

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- Extra-Curricular Activities
- Interests

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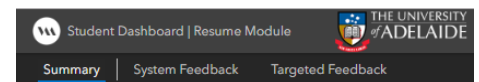
- Referees

## How do I upload my resume?

Save your resume as a PDF, then upload it using the "upload resume" button on [your dashboard](#).

## What does my score mean?

Your score is a general indication of how well you have demonstrated impact, described responsibilities and met typical formatting standards. **It is not the ultimate indicator of a successful resume for all job applications.** Note that comments are split across "system" and "targeted" feedback modules, so be sure to review both of these areas in VMock.



You should always format your resume in a way that makes sense for the employer you are applying to. Remember also that you should be adapting the content of your resume for each application that you complete.

## What if VMock doesn't recognise a word?

VMock includes an "add to dictionary" function in the spell check section of the "Presentation" module. Use this function to add any words/acronyms that VMock has marked as misspelled to the dictionary; they will then be reflected in your next upload.

## How many times can I use VMock?

You can upload your resume up to 10 times per year.

## Questions?

Email us at [career.services@adelaide.edu.au](mailto:career.services@adelaide.edu.au)