

## VMOCK RESUME ASSIGNMENT

Your resume is your calling card in the world of work. How it looks and what it says is a reflection of your past work and achievements. It is also a snap shot that reflects how well you understand and can convey your contributions to society. Therefore, understanding how to write your resume is a skill that should not only be learned, but also cultivated over time. This assignment is the next step in your understanding of this process.

While you may ultimately decide to use a different template when you begin your actual job/internship search, for this assignment you will need to select one of the three template examples on the [CSC website](#).

After downloading one of the templates you will then update it to reflect your current experiences (removing sections that don't apply).

Once your resume has been updated you will need to upload it to VMock. This system will provide feedback using artificial intelligence and will also give you a score.

VMock instructions:

1. Upload your resume to Vmock to get initial critique. To do this you must first:
  - Go to the [UD VMock website](#).
  - Login to your VMock account & upload your resume.
    - Once logged in, click blue button labeled "Upload Resume" and choose document **(system will only upload pdf files)**
    - VMock reads the document and provides feedback and a score. Save this version as your rough draft (be sure to save/print/screen shot the VMock score information and attach it to the rough draft).
2. Now that VMock has given you feedback, make the recommended changes and upload the revised resume to the VMock system. You will be given a new score (which should be higher).  
Save this version as your final draft (be sure to save/print/screen shot the VMock score information and attach it to the final draft).

Submit both the rough draft and final draft of your resume with both VMock scores by this date:

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***Note for students who wish to use the university Handshake system to search for jobs/internships:***  
While not required, it is strongly encouraged that students utilize VMock to prepare their resume for submission to Handshake. A score of 65+ means your resume is on the right track and can result in faster approval (it takes approximately 2 business days for a resume to be reviewed and/or approved). If VMock gives you less than a 65, make the recommended changes and upload the resume again (if your score does not improve – or even goes down – it is recommended that you make an appointment to see a career counselor or stop by the Career Services Center during walk-in hours for assistance).