

VMOCK

Resume Submission Directions



VMock – What is it?

VMock is a 24-7 online Resume review tool, that leverages data science, machine learning, and natural language processing to provide instant personalized feedback. The platform assesses components such as action verbs, format, and how well the 5 core competencies (analytical, communication, leadership, teamwork and initiative) are reflected on your Resume. It is designed to work with Resumes from many different fields across various industries. The tool provides tailored, actionable feedback!

- **Video Preview**

System Feedback - Breaks down your Resume into three categories

- **Impact** - refers to the strength of your descriptions and the impression they leave on employers – are you using strong action verbs, being specific with your descriptions, and including outcomes and impact of your actions.
- **Presentation** - examines how your Resume looks visually – this is meant to catch differences in fonts, spacing and formatting inconsistencies, misaligned bullets, and missing information.
- **Competencies** - relates to key transferable skills that all employers are interested in seeing from their prospective candidates, such as strong communication skills, leadership, taking initiative, and strong analytical and problem solving skills.

*Please note, this technology is intended for an initial review of a Resume or for assignment purposes. The Center for Career Advancement recommends partnering 1 on 1 with a Career Specialist to tailor your Resume directly for positions. For more information, please email careerservices@purdueglobal.edu.

Resume Check

Your Resume will be analyzed using three specific checks:

- **Mandatory Checks** – Spelling Errors, Formatting Issues, Resume Length, Section Headings, Contact Information, Font, Text Color, Spacing, Proper Tense Usage
- **Additional Checks** – Alignment, Bullet Points are uniform, Date Formatting, Education Section Listed Correctly
- **Recommendation Messages** – LinkedIn Profile Missing

Resources (live links):

1. Resume Skeleton
2. Resume Guide

(Utilize our Resume Skeleton and Resume Guide prior to submission)

NAME
City, State Zip Code
Professional Email
Phone
LinkedIn URL

Please be sure to include accurate contact information. Career Services will use this information to get in touch with you with feedback on your resume.

PROFESSIONAL SUMMARY OR OBJECTIVE STATEMENT

For Professional Summary: The skills provided should be relevant to the position to which you are applying. Do not write in the first person ("I") or use personal pronouns ("my" or "mine"). Focus your summary to pertain to a specific job, industry, or specialty. Keywords are essential; view the job description and weave relevant keywords into your resume. The professional summary should be no more than 3-5 sentences. Include this area only if you have applicable professional experience. If not, please delete and use an Objective statement instead.

For Objective Statement: This should be 1-2 sentences in length. Begin with a career objective if you are more entry level or have minimal experience related to the position for which you are applying. Make this your opening marketing statement that highlights the position you are seeking and a few, key transferable skills you would bring to the role. Focus on what you can offer the employer instead of what you want from them. Everyone wants a job with growth potential. Sharing that with the employer won't get their interest. Include this area only if you have never worked in the field to which you are applying. If not, please delete and use a Professional Summary instead.

EDUCATION (Current and/or Completed College Education Only)
Purdue University Global
Program Title (As written in your Degree Plan) mmi/y
• GPA (if above 3.0)
• Academic Honors (Dean's or President's List)
Relevant Coursework (If minimal health care experience, include up to 6 relevant and successfully completed courses)
• Relevant Class 1
• Relevant Class 2

PURDUE UNIVERSITY GLOBAL

CAREER SERVICES RESUME GUIDE

The purpose of a resume is to obtain an interview. It is NOT a biography but a way to brand and display your accomplishments and skills. You may need more than one resume when searching for employment. Below are several tips to assist you.

GENERAL

- Keep an entry-level resume to one page. Those with years of experience may have resumes that are two pages. Include your name, email, and phone number on top of the first page. Choose an email that is professional; we recommend your first initial and last name as a common email address instead of one reflecting your personal interests.
- Use a resume font size of 10 points (minimum of 12 and one inch margins).
- Avoid using abbreviations or acronyms. Use spell check. Proofread your resume; have others proofread it for you, then mail your resume out first for a final check. Many times words can be spelled correctly but are not grammatically correct.
- Avoid writing in the first person ("I") or using personal pronouns ("my" or "mine").
- Focus your resume to a specific job, industry, or specialty. You can do this by reading the job description and incorporating relevant keywords into your resume. Keywords are essential for your resume to get past the initial screening process.

EDUCATION

- Include Purdue University Global (no city or state). Spell out the proper degree name; for example, instead of "B.S. in Accounting," write "Bachelor of Science in Accounting."
- List your graduation date as the month and year; it is not necessary to list "estimated or expected graduation."
- List GPAs over 3.0 and include academic honors such as Dean's List or President's List.
- Exclude high school information once you are enrolled at a university.
- Include licenses, certifications, and training that are relevant to the job you seek.
- Include professional organizations or student clubs that relate to your field of study to show your commitment to your profession.

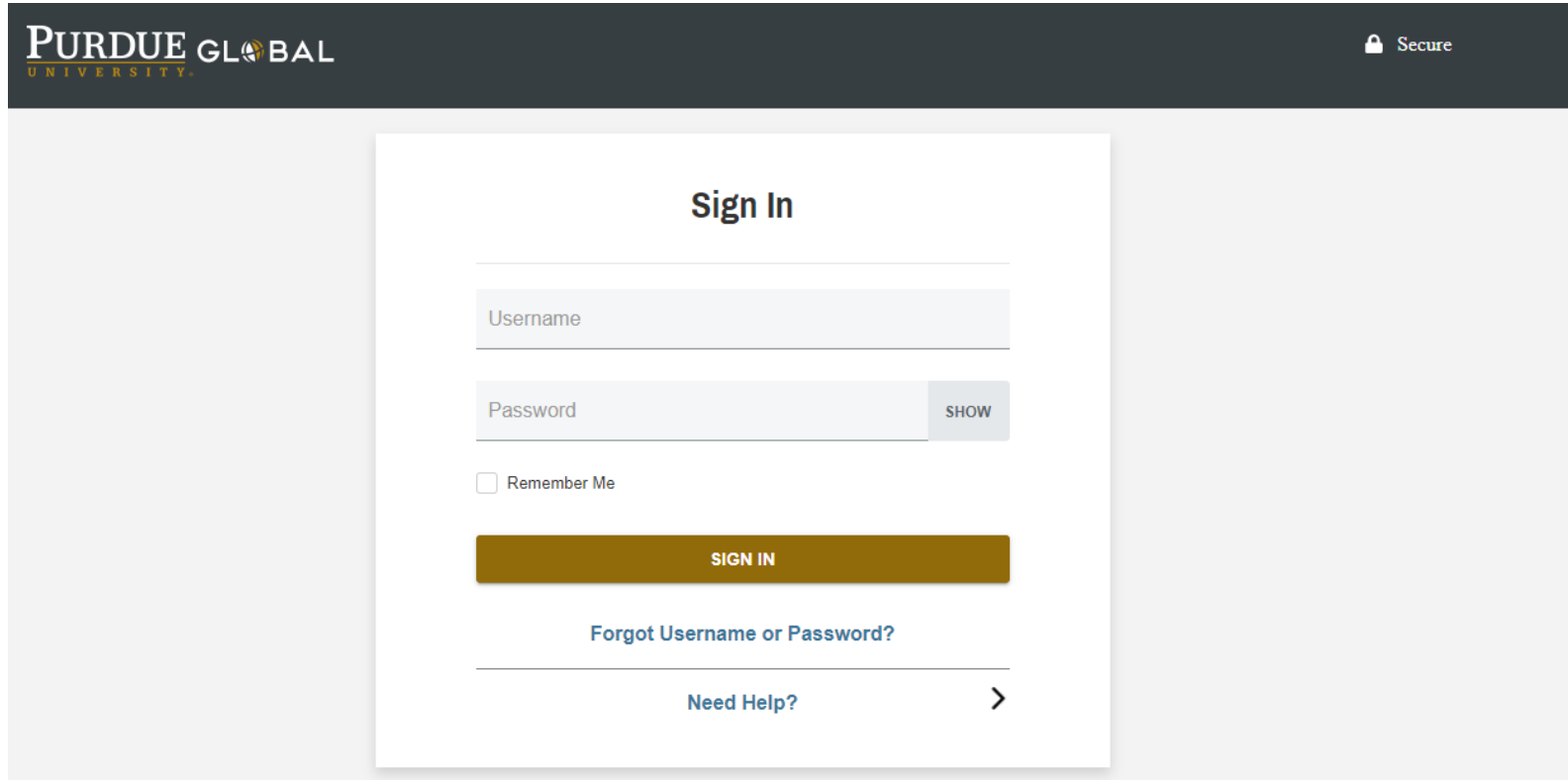
SUMMARY/OBJECTIVE

Resumes generally begin with a summary or an objective.

- Summaries list unique specific experience relevant to the position you seek.
- Objectives tend to be used less today but can be beneficial if you are targeting a specific job, especially if you have never worked in that area (e.g., health care objective statement).

How to submit your Resume: Log into PG Campus

Log on to PG Campus - <https://campus.purdueglobal.edu>



The screenshot shows the PG Campus Sign In page. At the top, there is a dark header with the Purdue Global University logo on the left and a 'Secure' indicator with a lock icon on the right. The main content area is light gray and contains a white sign-in box. Inside the box, the title 'Sign In' is centered at the top. Below the title are two input fields: 'Username' and 'Password'. The 'Password' field has a 'SHOW' button to its right. Below the password field is a checkbox labeled 'Remember Me'. A large, dark blue 'SIGN IN' button is centered below the checkbox. Below the button is a link that says 'Forgot Username or Password?'. At the bottom of the box, there is a link that says 'Need Help?' followed by a right-pointing arrow.

PURDUE GLOBAL
UNIVERSITY.

Secure

Sign In

Username

Password [SHOW](#)

☐ Remember Me

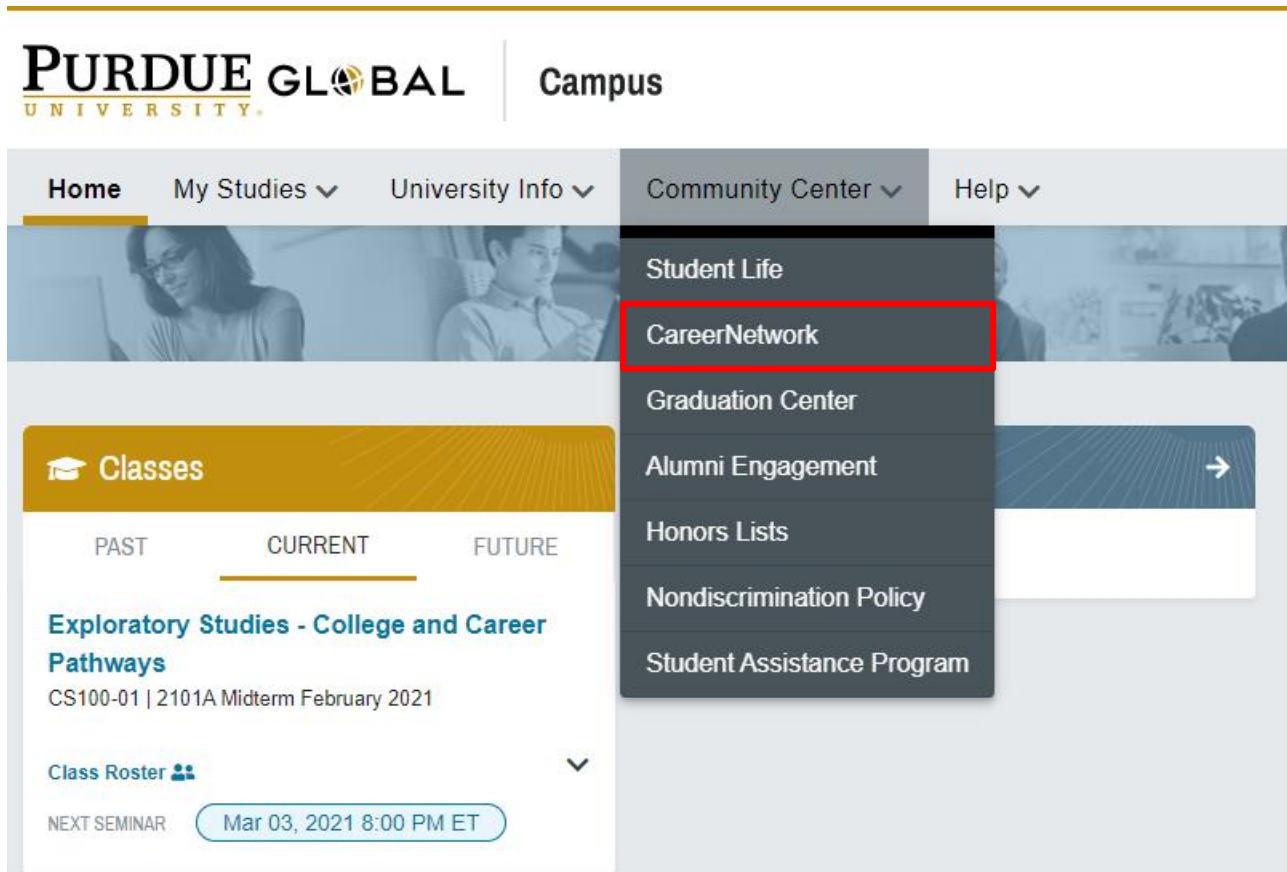
[SIGN IN](#)

[Forgot Username or Password?](#)

[Need Help?](#) >

How to submit your Resume: Locating the CareerNetwork

Select Community Center and click on CareerNetwork



The screenshot displays the Purdue Global University website interface. At the top, the logo for PURDUE GLOBAL UNIVERSITY is visible on the left, and the word "Campus" is on the right. Below the logo, a navigation bar contains links for "Home", "My Studies", "University Info", "Community Center", and "Help". The "Community Center" link is selected, and a dropdown menu is open, showing several options: "Student Life", "CareerNetwork", "Graduation Center", "Alumni Engagement", "Honors Lists", "Nondiscrimination Policy", and "Student Assistance Program". The "CareerNetwork" option is highlighted with a red rectangular border. On the left side of the page, there is a section titled "Classes" with a graduation cap icon. Below this, there are tabs for "PAST", "CURRENT", and "FUTURE". The "CURRENT" tab is selected. Under the "CURRENT" tab, there is a section for "Exploratory Studies - College and Career Pathways" with the text "CS100-01 | 2101A Midterm February 2021". Below this, there is a link for "Class Roster" with a group of people icon. At the bottom of this section, there is a "NEXT SEMINAR" button with the text "Mar 03, 2021 8:00 PM ET".

How to submit your Resume: Navigating the CareerNetwork

Proceed to the "Resume/Cover Letters" section

The screenshot displays the Purdue Global Career Network website. The navigation bar at the top includes links for Home, Groups, Career Resources, Resume / Cover Letter Help (highlighted with a red box), Assessments, Employer Partners, and Admin. Below the navigation bar is a banner image showing a group of diverse students. The main content area is divided into three columns:

- Community Posts:** Features a post titled "Resume for a disabled person?????" with a snippet of text: "Hi everyone, thanks for taking the time to read my post. I have been disabled since Oct 2017, so I d...". Below it is a post titled "Administrative Director Emergency Medicine" from MEDSTAR HEALTH in Washington, DC, looking for an Administrative Director of Emergency Medicine.
- Job Searching & Job Tracker:** Lists "2022 Summer Internships - Legal" and "2022 Summer Internships - Legal T-Mobile Reston, VA". It also mentions "What It's Like: T-Mobile's UofMagenta Internship...". A "See more..." button is visible.
- Announcements:** Includes "Remote IT Job Opportunities with New Employer Partner - Ultronauts, Inc.", "The Center for Career Advancement has a new Employer Partner, Ultronauts, Inc. is, an engineering fi ...", and "Virtual Employer Spotlight with the Federal Bureau of Prisons". The latter announcement invites users to join a virtual employer spotlight.

How to submit your Resume: Navigating-cont'd

Click on "Get your Resume reviewed by VMock"

PURDUE GLOBAL
UNIVERSITY.

Home ▾ Groups ▾ Career Resources **Resume / Cover Letter Help** Assessments Employer Partners Admin

Resume and Cover Letter Center

Submit Career Documents for Review

Get your Resume reviewed by VMock
Submit your Cover Letter here

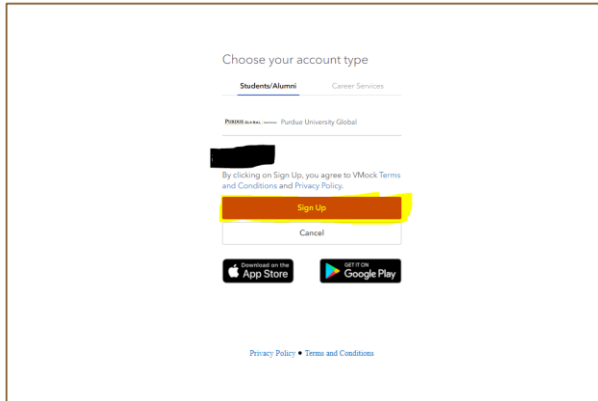
LinkedIn Expand to link now ▾

Resume and Cover Letter Resources

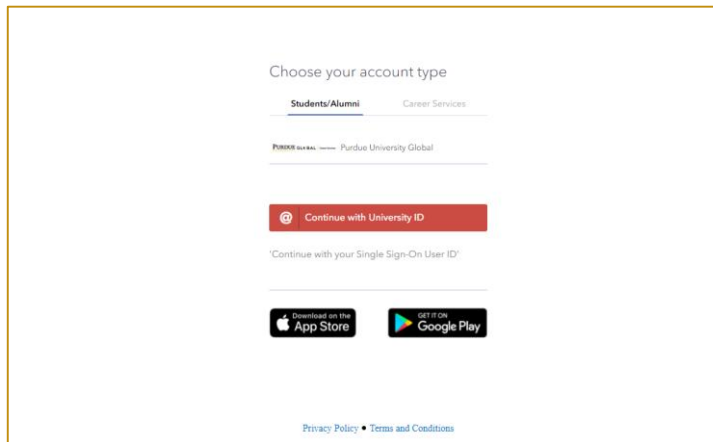
- VMock Student Guide
- Resume Guide
- Cover Letter Guide
- Tutorial on Resume Building
- Resume Skeleton

How to submit your Resume: VMock

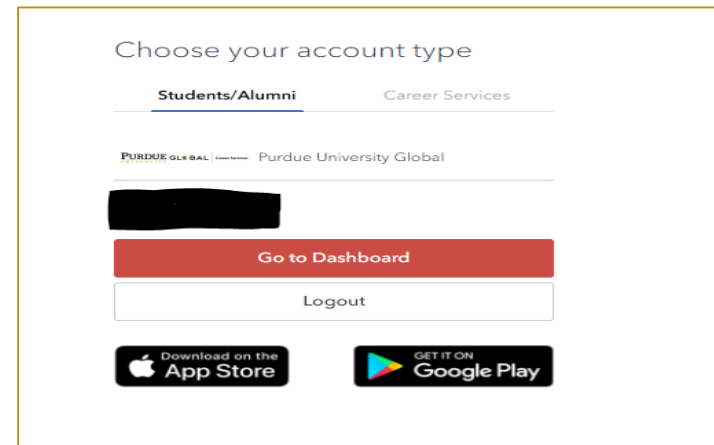
- Sign up – under Students/Alumni (first time using platform)



- Click on @ Continue with University ID

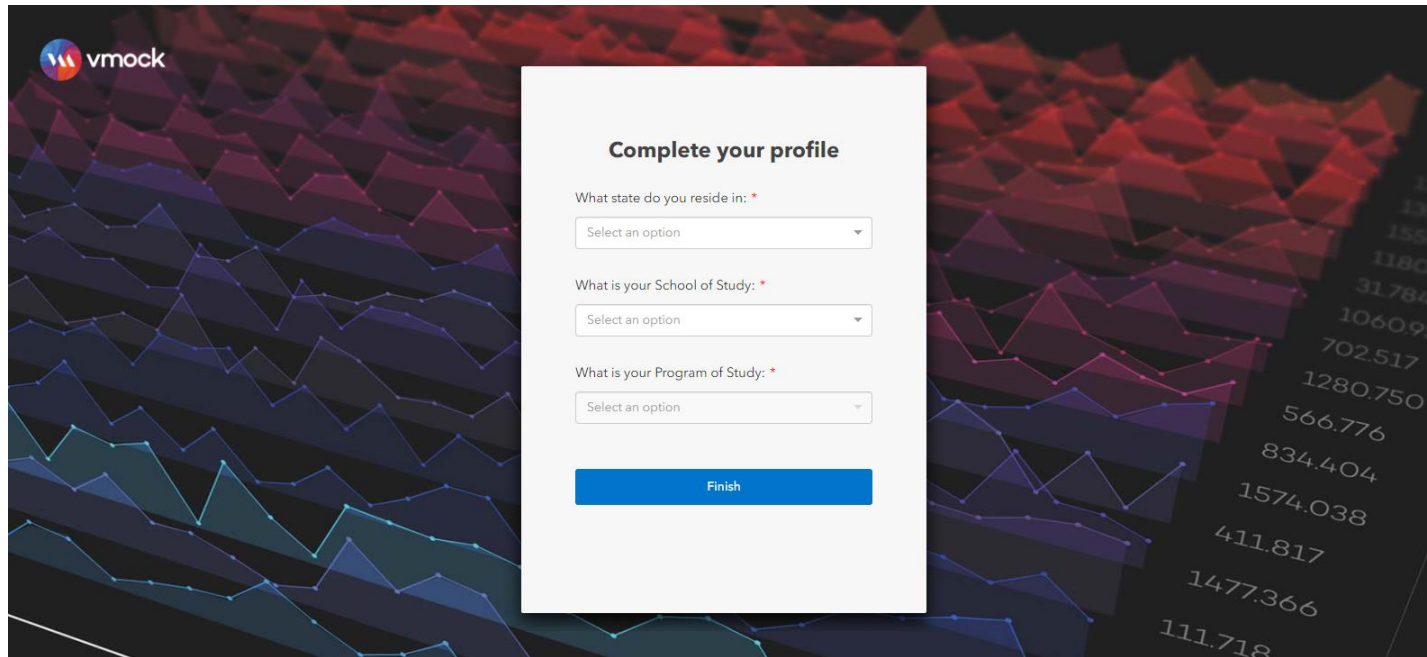


- Go to Dashboard (returning to site)



How to submit your Resume

Complete your profile



The screenshot shows a web form titled 'Complete your profile' with the vmock logo in the top left. The form is set against a background of colorful line graphs. It contains three required fields, each with a dropdown menu labeled 'Select an option':

- What state do you reside in: *
- What is your School of Study: *
- What is your Program of Study: *

A blue 'Finish' button is located at the bottom of the form.

How to use VMock- Prior to submission

Note: In case you have any trouble using the system, reach out to us at support@vmock.com

For Best User Experience, we recommend you to use Google Chrome and Mozilla Firefox browsers to access our platform.

For converting your Resume Docx to PDF:

- Open your completed Resume in Microsoft Word.
- Click on File and then "Save As".
- When the "Save As" window opens, in the drop-down menu next to "Save as type: ", select "PDF(*.pdf)", "Best for printing" and click on "Save"

Video Tutorial- {Click on the picture to access the video}

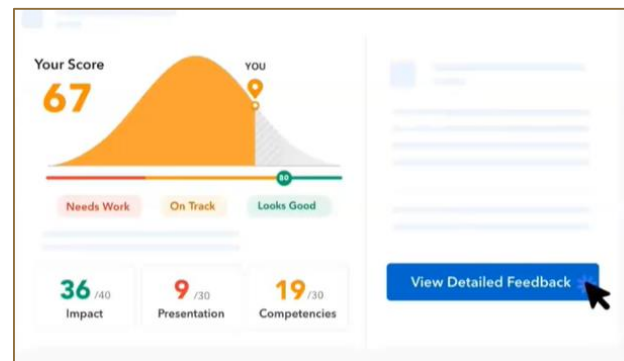


How to use VMock {1 of 2}

- Upon logging into the Vmock portal, you will be redirected to your dashboard, where you can download Purdue Global guidelines and skeletons for reference.
- Upload your Resume in PDF format to get started. Please do not worry about the Resume format, as VMock SMART Resume editor will automatically convert your Resume into our guidelines.
- (Note, there is no need to copy-paste your Resume content into the new template.)
- If you do not have a Resume, you can create one by clicking on the “create new” button on your home dashboard.

How to use VMock {2 of 2}

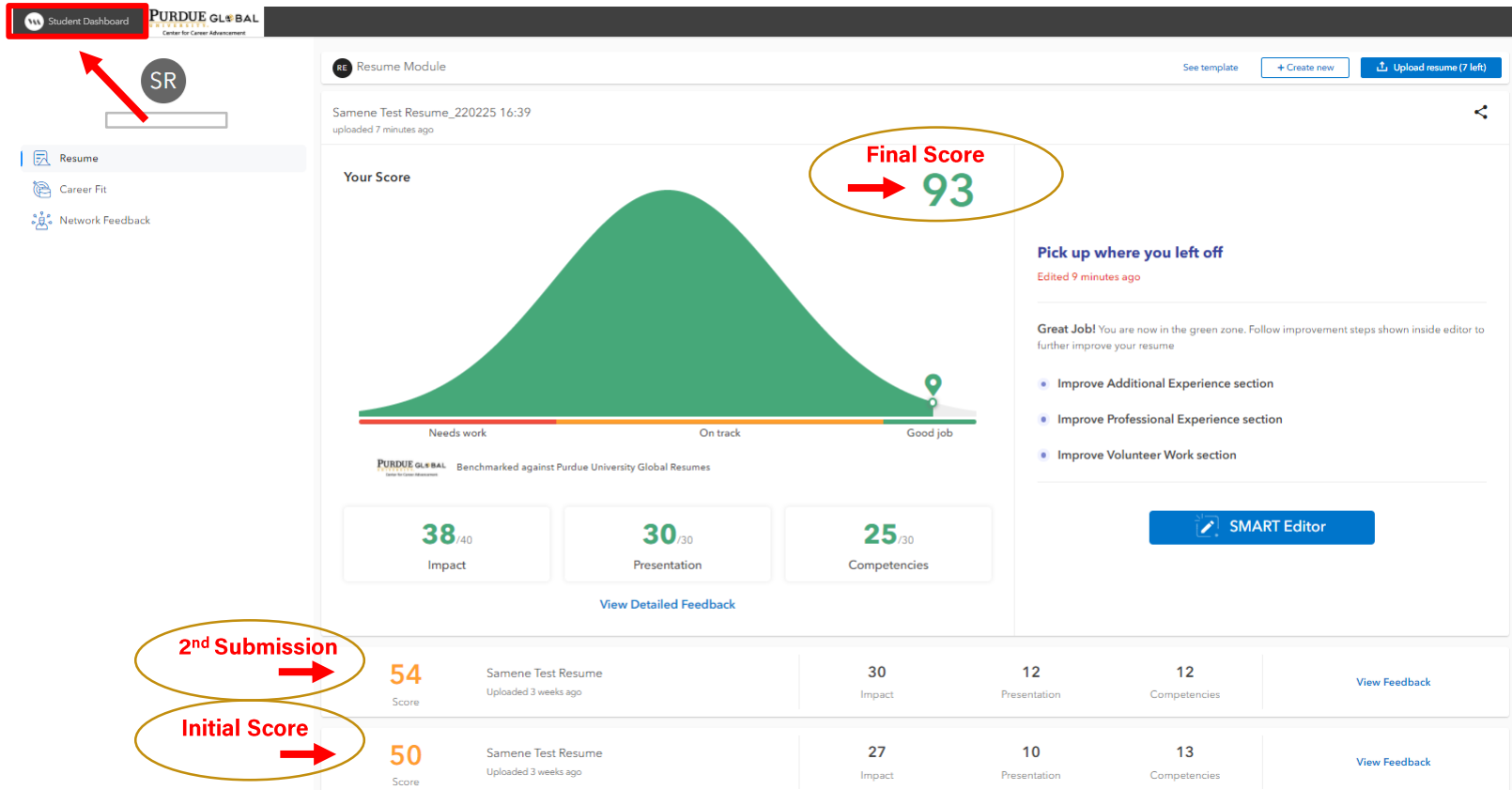
- Once your Resume has been processed and you receive a score, click on the “View Feedback” option to explore the detailed feedback. Upon completion, proceed to the Resume editor by clicking on the “Edit” icon on the bottom right corner.
- Next, use the SMART Resume editor to improve your Resume. You will have a Personal Assistant panel on the right-hand side to help you with this process.
- After making the recommended edits, you can re-score your Resume by clicking on the “Re-score” button on the top left corner. You can also click on the score to get an overview of your module-wise score, then re-upload this Resume back to the VMock platform to view the updated feedback of your revised version.
- We highly suggest downloading your Resume in PDF or Word format for further use.
(To do so - click on the download icon on the bottom, left corner of the screen.)
- Last but not least, head over to your Dashboard, located on the top-left section of your page, and take a screenshot of your progress.



Reminders

- Submit your Resume for Review. The document must be in PDF format.
- Resubmit your Resume after making all corrections outlined by Vmock (be sure to commit ample time and effort to this activity as your score will not improve with minor, quick edits).
- **You must increase your score in order to pass assignment.**
- Upon receiving the results of your re-submission, take a screenshot of your progress via the dashboard tab.
(Include both scores in your submission to your instructor.)
- Save your Resume for further use and be sure to tailor it to each position you apply for.

Screenshot - Dashboard Tab {Improved Score}



To take a screenshot of only one window

- For PC users, follow the directions on the site [Take a screenshot.org](https://takeascreenshot.org)
- If you are using Windows you can also use the snipping tool
- Paste the screenshot to a Word Document
- Save it so that it can be uploaded to your classroom drop-box

THANK YOU

**Please reach out to The Center for Career
Advancement if you have further questions
careerservices@purdueglobal.edu.**