VMock SMART Editor

How-To Guide

VMock is delighted to introduce an advanced SMART Editor to help you achieve all-star profile strength. Our machine learning engines scan your resume to offer instant and targeted sample suggestions for each bullet. Secure 24*7, real-time guidance from the platform to make your resume stand out and maximizes your job-search outcomes!

LEVERAGE THESE KEY FEATURES:

Convert Resume to your community template

Instant score improvement & get live feedback

Download your Resume in PDF or Word format

GETTING STARTED

- Go to http://www.vmock.com/nus
- Once registered, the platform will redirect you to the user dashboard.
- Create new resume, upload existing one and edit it inside the SMART Editor.

CREATING NEW RESUME

- If you don't have a resume yet, you can simply create new resume using your community template by clicking on the 'Create New' button on the student dashboard.
- Start adding content and follow the SMART Assistant for step-by-step guidance wherein the system will provide the real time feedback.
- Once you have added sufficient content, you can score your resume and see detailed feedback.

IMPROVING AN EXISTING RESUME

- Upload your existing resume in PDF format to get started.

- VMock SMART Editor will convert your resume into the community template.

- Follow the step by step SMART Editor guidance across the product.

- You can download your resume in PDF and Docx format.

- Once you have made all the changes, you can re-score your resume to get an updated score and detailed feedback.

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"

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