



BENTLEY UNIVERSITY

Undergraduate Career Development
Pulsifer Career Development Center

VMock SMART Editor Guide

An Introduction to VMock's Smart Editor Tool



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INTRODUCTION

The following is a comprehensive tutorial that explains how the VMock platform works and ways to best utilize the system to create and review resumes. This tutorial will be helpful for anyone who has not utilized VMock since the launch of the SMART Editor tool.

These instructions will show you how to utilize the VMock SMART Editor including: how to add sections, adding/deleting bullets, utilizing the tool bar, checking the score of a new resume, and overall tips and tricks to building your resume.

SETTING UP YOUR VMOCK ACCOUNT

Use the **ACTIVATION EMAIL sent to you by VMock** to set up your account with your **Bentley credentials**.

- **Check your spam/junk folder** if you did not receive this email in your In Box.
- If it is not in your spam/junk folder, **contact Undergraduate Career Development at GA_UCD@bentley.edu to have another activation email sent to you from VMock.**
- **DO NOT GO DIRECTLY to the VMock site to set up your account – you must use your unique activation link from the email to create your account.**

SYSTEM TOOLS

Smart Editor – This tool allows you to build a college resume or re-format and edit an existing resume to Bentley formatting standards. **Resume Review Module** – This tool will review your resume and provide you with detailed feedback and scores based on impact, presentation, and competencies.



GETTING STARTED WITH VMOCK USING SMART EDITOR

1. Click on “SMART Editor” button to launch the platform.
2. Click “**Create New**” (if starting from scratch) or “**Upload Resume**” (if using an existing resume you’d like to re-format) – then choose a “Resume Template”.
 - There are three templates for you to choose from.
 - Template choice will be determined by **how much information** you have for your resume.
 - If you have **less information** and need larger margins and larger font, then you might choose **Resume Template 1** to start.
 - If you have **more information** to put on your resume, then you may choose **Resume Template 2 or 3**.
 - Most first-year students will **choose Resume Template 1 or 2**.

Resume Template 1

Name

School Address: [Blank]
City, State, Zip Code: [Blank]
Phone Number: [Blank]

EDUCATION:
Bentley University, Waltham, MA
Candidate for Bachelor of Science in [Blank], Major (if relevant) May 20xx
GPA: (min of 3.0 or higher)
Honors: President's List or Honor's List (if only if applicable)

RELEVANT COURSEWORK: (optional)
[Blank]

EMPLOYMENT:
Name of Employer: Bentley University, Waltham, MA
Dates of Employment: [Blank] - [Blank]

ACTIVITIES:
[Blank]

AWARDS:
[Blank]

ACTIVITIES:
[Blank]

ADDITIONAL INFORMATION:
[Blank]

Resume Template 2

Justin Ramirez

School Address: [Blank]
City, State, Zip Code: [Blank]
Phone Number: [Blank]

EDUCATION:
Bentley University, Waltham, MA
Candidate for Bachelor of Science - Accounting, May 20xx

Workshop High School Chicago, IL
Diploma received: June 20xx
GPA: 3.5, Honor Roll (all semesters) National Honor Society, National English Honor Society, AP Scholar

EXPERIENCE:
[Blank]

RELEVANT COURSEWORK:
[Blank]

ACTIVITIES:
[Blank]

AWARDS:
[Blank]

ACTIVITIES:
[Blank]

ADDITIONAL INFORMATION:
[Blank]

Resume Template 3

Edison (E.D.) Lee
177 Roman St., Box 9121, Waltham, MA 02457 | Lee_Edison@bentley.edu | 248-503-8598

EDUCATION:
Bentley University, Waltham, MA
Candidate for Bachelor of Science, Mechanical Engineering, May 20xx
GPA: 3.37 Minor in Information Design and Computer Communication

EXPERIENCE:
Bentley University, Waltham, MA September 20xx-Present
[Blank]

Private Bentley Network, LLC, North King, CT January 20xx-September 20xx
[Blank]

COMMITMENTS/INVOLVEMENT:
Sigma Xi Honor Society, Waltham, MA
[Blank]

ACTIVITIES:
[Blank]

ADDITIONAL INFORMATION:
[Blank]

LANGUAGES:
[Blank]



CONTACT INFORMATION

The first action that you should take is to ***select the First/Last Name box*** and type in your name.

If you need to add an additional line, you will need to **create a new text box**.

When putting your **email address**, it must be in all **LOWER case** letters. It will present field guideline error if any capital letters are detected in an email address.

EDUCATION

Your education should be listed in reverse chronological order, which means that Bentley will be listed first.

1. ***Click the down arrows*** until you reach the education section.
2. Bentley University is already filled in for you. ***Start with adding Bentley's location***. It should read "Waltham, MA" as the city and state in the same line as Bentley University. (If you are adding a transfer school or high school, the state should be abbreviated as well.)
3. Next, ***select "Degree Name"*** and select the degree you are pursuing from the dropdown menu.
4. ***Add the anticipated date of your graduation***, including both the month and year.
5. ***Click the down arrow to move to the bullet section*** that reads "Include additional academic information."
6. You will then see a pop up named "Categories you can write about" that gives you suggestions of what to add to this section. You can ***choose from concentration, degree/diploma, research/projects, GPA, or coursework***.



7. OPTIONAL: Once you complete the section with your Bentley education, you can add a second section to ***add your high school or transfer school information.*** Complete this section repeating the same steps listed above. High school/transfer school information should come off of your resume by your junior year if you add them.

RELEVANT COURSEWORK

Relevant coursework is one of the most important sections that you can use to show employers courses that you have taken which are relevant to the type of internship/job you are looking for.

1. To add a Relevant Coursework section, click **“Add New Section/Subsection,”** which can be found at the bottom of the VMock resume template.
2. Scroll down and find the **Relevant Coursework** section.
3. Enter information about the class including:
 - a. the **Full Name of the course**, not the course code. For example, FI 118 should be written on the resume as “Introduction to Finance”
 - b. the **Date Range of the course**
4. **Add 2–3 bullets** about **skills and concepts** you have learned **from the class or project.**
 - a. This is where you should state what you did in the course and how this course will be useful for the position.
 - b. Be specific and quantify as much as possible and make sure to follow standard structure of bullets.



WORK/PROFESSIONAL EXPERIENCE

1. Your experience should be listed in **REVERSE CHRONOLOGICAL** order, meaning your most recent experience should be first, then experiences should be listed most recent to oldest experience, which will be last.
2. **Change the heading name**, select the arrow next to the section header. Select your preferred option from the drop-down menu.
3. You will then be prompted to **enter the name of the employer** where you have worked. Continue by filling in the sections for office location, dates of employment, and your position.
 - a. Please note that when adding the date, a drop-down menu will allow you to pick from calendar dates.
 - b. If you are currently still in the position, select the 'Present' option.
4. You will then be prompted to add details about what you did in the position.
 - a. Include at least two bullet points to describe your experience.
 - b. All bullet points should begin with strong action words.
 - c. Begin with the most impressive tasks, not necessarily the tasks you spent the most time on.
 - d. If you can be quantitative in your descriptions, include any relevant figures.
 - e. To add more bullet points, click into the provided bullet point, and then click the plus box on the right side of the page.
5. If you would like to reorder any bullet points around the section or on the page, you can hover the mouse above the line and select the blue box on the left side of the page. Click and drag it to wherever you would like to move the bullet.



6. After completing the first position, if you would like to add more experience, select the plus arrow at the top left of the experience box and repeat the previous steps again.

LEADERSHIP EXPERIENCE

1. Leadership experience exemplifies **important qualities** to your potential future employer. Here you will add **leadership positions in organizations and clubs** that highlight your skills.
2. To begin this section, click “**Add New Section/Subsection**” at the bottom of the VMock resume template. Scroll down until you find “**Leadership Experience**” or search it in the bar in the top right corner.
3. Once you add the leadership experience from “Add New Section/Subsection”, you will choose either of the two layout options.
 - a. From here you will fill in each box with the necessary information.
 - b. If you select the first layout, you will be prompted to add your “**Organization/Project Title/Heading,**” **City, State, Country, Date, and Position.**
4. The next step is to add bullets highlighting **achievements and accomplishments**. Here, add two to three bullets detailing your leadership position and your experience.
5. Remember to **begin bullets with action words**, use your **most important tasks**, and be **quantitative when possible**.
 - a. There are examples of what to put for certain categories, such as Community Service, Volunteer Experience, and Societies/Clubs.



SKILLS

At the bottom of your resume, it's important to list out any skills that could help you succeed in whatever job you are seeking. This helps employers understand what technical skills you have. To add a Skills section, click "**Add New Section/Subsection,**" which can be found at the bottom of the VMock resume template.

- 1) Scroll down and find the **Skills** section.
 - a. There are various skill section titles, such as: **Skills, Technical Skills, Advanced Computer Skills,** etc. Choose the section title that is **most relevant** to your experience or skillset.
- 2) Afterwards, choose **one** of the options for the section layout.
- 3) Begin typing in your skills to fill out and complete the section.
 - a. Depending on your skillset, possible skills to include are: Advanced Microsoft Excel, Bloomberg Certified, Tableau.

ACTIVITIES

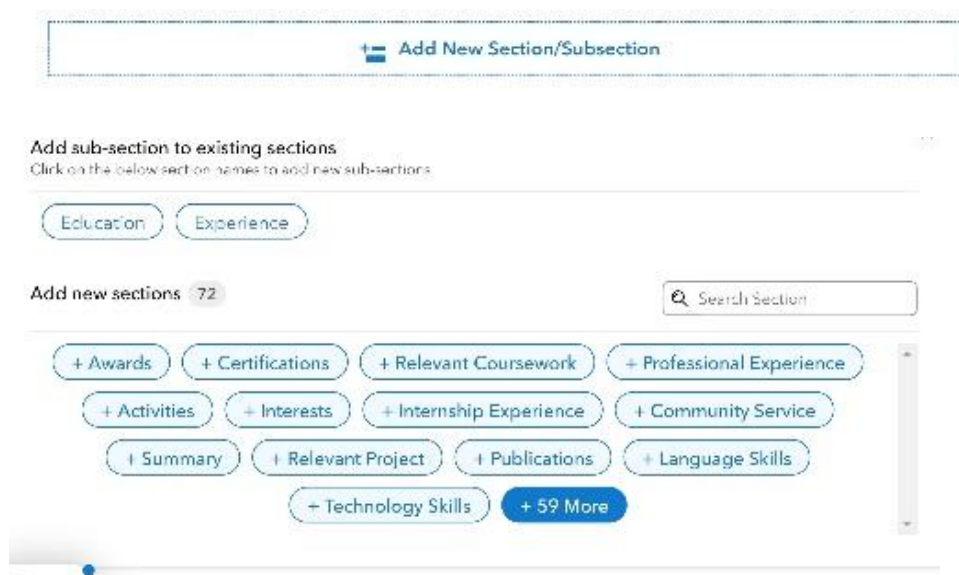
- 1) To add an Activities section, click "**Add New Section/Subsection,**" which can be found at the bottom of the VMock resume template.
- 2) Scroll down and find the **Activities** section.
- 3) **List** out activities either **vertically, horizontal, or a full subsection** similar to an experience subsection
- 4) Choose **one** of the options for the layout as discussed above
- 5) **Indicate involvement level** in parenthesis ex. (General Member) or (Volunteer)



ADDING & MOVING SECTIONS

You can add different sections you want to include to your resume by **clicking drop down next to “Experience” for options.**

You can also select one of the sections the system provides or search for another by clicking on **“Add New Section/Subsection”**.



You can **move sections** around to change order by clicking on the three dots “...” next to the section.

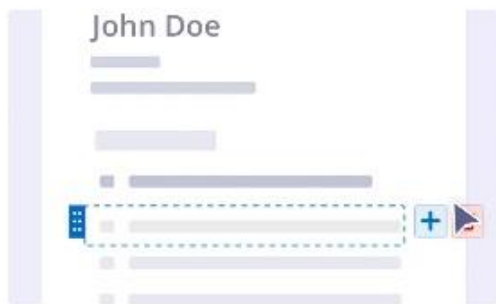


ADDING & DELETING BULLETS

You can **add bullets** within a section by hitting the **return key**. To **delete a bullet**, you can select the **red trash button** under the tool bar menu.

Add or delete bullet

Add or delete bullets by pressing enter/backspace, or use the bullet toolbar



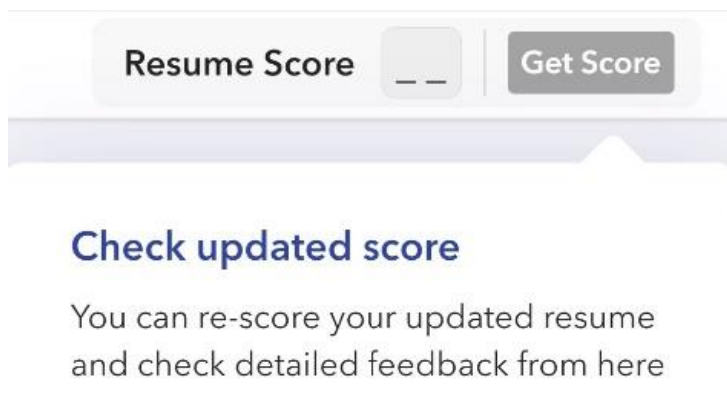
CHECKING SCORE

Before you attempt to get a score for your resume:

1. You must have **at least 200 words** for you to receive as score.
2. If you have a **lot of space at the bottom of your resume**, **change your margins** to 1.0 inches (top/bottom/left/right) so the page is full of text.
3. Your resume should be **ONE page** – it goes to a second page, you may need to omit text/edit it down. You can make your **margins smaller** (0.5 inches) to get more space for content.
4. You should **hover over all red “!” areas** to see suggested improvements and **make changes** prior to clicking on the score button.



You can check the updated score of your resume, but it will use another attempt on your account. **Please do not use more than 3 scoring attempts** – if you are still not achieving the minimum score for the assignment after 3 attempts, **please go to the Career Design Studio Drop In Hours in the Undergraduate Career Development Center for assistance (M-F, 1:00-3:00 p.m. in LAC 225, T&W 6:00-7:00 p.m. virtual).**



DOWNLOADING YOUR NEW RESUME



Once you have gone through the whole system and built out your resume, you will want to download it as both a **PDF** and a **Word document (so you can edit it further offline).**

Remember to always **submit your resume as a PDF** to avoid problems with the format.