

RESUME CHECKLIST & VMOCK

Vmock, your ES723 Career Management Class instructor, and later, your Primary Career Coach, network, and employers will evaluate your resume on impact, competencies, and presentation.

VMOCK SCORING

Impact (40 points) results or impact of actions clearly demonstrated through details and numbers.

Competencies (30) resume skills/achievements align with those business recruiters seek.

Presentation (30) resume is consistently formatted, user friendly and error free. (This is an all or nothing section.)

- ☐ Resume is one page.
- ☐ Font is 10.5-12 pt. Calibri.
- ☐ Margins are .5-.75 inches.
- ☐ Format matches Questrom Resume Template: punctuation, topic placement and font type/size.
- ☐ Heading has name, address (just city, state zip), phone number, BU email and personalized LinkedIn URL.
- ☐ Education and experience listed in reverse chronological order – most recent is on top, oldest on bottom.
- ☐ Avoid duplicate words. Use synonyms such as create, develop, devise, etc.
- ☐ Avoid filler words like “a”, “an”, “the”, “our”, “their”, etc. for more concise bullets that focus on relevant text.
- ☐ Scope for each experience is a brief job description/background of no more than 3 lines.
- ☐ Bullets start with business relevant action words (verbs) and emphasize results in no more than 2 lines.
- ☐ Action words (verbs) are present tense for present jobs, past tense for past jobs.
- ☐ Most important information is listed first/higher.

VMOCK TIPS

- Before starting your work on [Vmock](#), identify **initial career targets** (function and industry) and the **skills** needed for them ([LinkedIn Career Explorer](#) is an easy tool to identify key skills).

COMPLETE THE ABOVE ASSESSMENTS BEFORE REVISING YOUR RESUME TO ENSURE IT WILL ALIGN WITH YOUR CAREER GOALS.

- Read/work through the resource documents on your Blackboard ES723 Career Management Class Site. These include:
 1. Questrom Resume Template
 2. MBA Resume Guide
 3. Resume Check List and Vmock Tips (this doc)
 4. 185 Powerful Verbs That Will Make Your Resume Awesome
- Take the virtual tour of Vmock. It's short – and worth it.
- Follow best practices outlined in the MBA Resume Guide.
- Copy and paste your information into the Questrom Resume Template. Proofread. Upload as **pdf** to Vmock.
- You have a limit of 10 Vmock uploads/scorings. **Work through all feedback for each section before rescoring.**
- You can often copy and paste Vmock suggestions/feedback – or click on them – to make changes on your resume within the Vmock platform using their Smart Resume Editor feature.
- Vmock uses AI - artificial intelligence. While it can substantially improve your resume, it can't catch all errors. Always proofread before scoring.
- **If you get stuck or frustrated**, use the Network Feedback Button to ask your **ES723 Career Management Class instructor** for help, even if you haven't scored **85+**.
- When you've reached a score of **85+**, upload your **Word doc** resume to Blackboard so your **ES723 Career Management Class instructor** can help you further polish your resume via tracked changes and comments (AI can only go so far).