VMock SMART Editor

How-To Guide

VMock is delighted to introduce an advanced SMART Editor to help you create a robust professional profile. Our machine learning engines scans your resume to offer instant and targeted sample suggestions for each bullet. Secure 24*7, real-time guidance from the platform makes your resume stand out and maximizes your job search outcomes!

For Best User Experience, we recommend you to use Google Chrome and Mozilla Firefox browsers toaccess our platform. For Macbook users, we recommend the use of www.pdfonline.com/convert-pdf while converting doc to pdf. Note: In case you have any trouble using the system, reach out to us at support@vmock.com

LEVERAGE THESE KEY FEATURES:
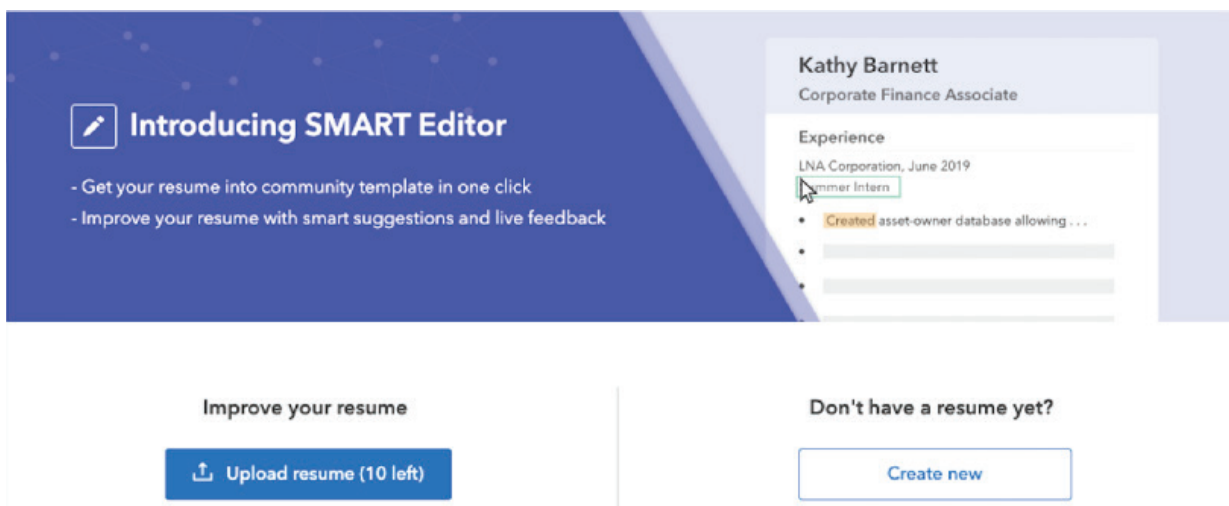
Convert resume to your community template

Instant score improvement & get live feedback

Download your resume in PDF or Word format

GETTING STARTED

- Go to http://www.vmock.com/hbs and enter your HBS email and then click 'Continue with Email.'

- Once registered, the platform will redirect you to your user dashboard from where you can start working on the resume

CREATING NEW resume

- If you don't have a resume yet, you can simply create one from scratch by clicking on the '**Create new**' button on your home dashboard and select the resume template you would like to work on.

- Start adding content and follow the Smart Assistant for step-by-step guidance. The system will provide real time feedback and will help you enhance your resume dynamically.
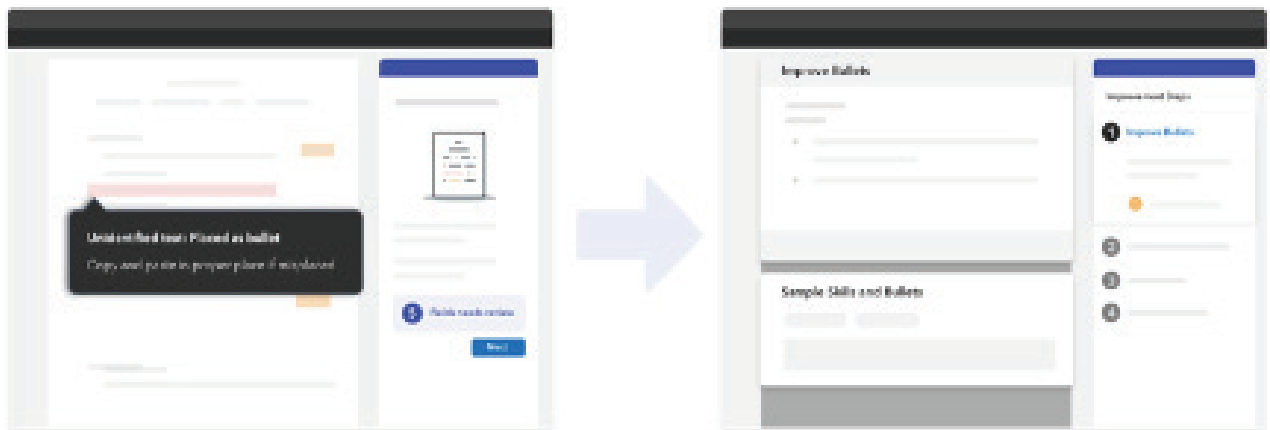

IMPROVING AN EXISTING resume

- Upload your resume in PDF format to get started.

  (Note: Upload your resume in PDF format, if you have difficulties in converting your Microsoft Word resume into PDF, please use www.pdfonline.com/convert-pdf/.)
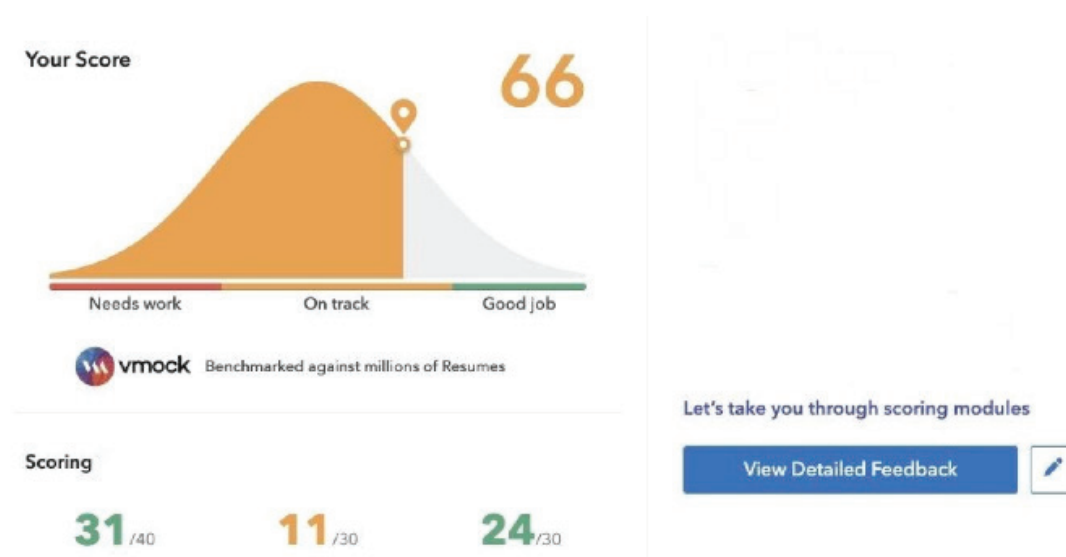
- Once your resume has been processed by the platform and you receive a resume score, click on the '**View Detailed Feedback**' option to explore the detailed feedback provided by the platform on your resume.

- Once you have explored the detailed feedback, you can start editing your resume by clicking on the '**Edit**' icon on the bottom right corner on your resume.
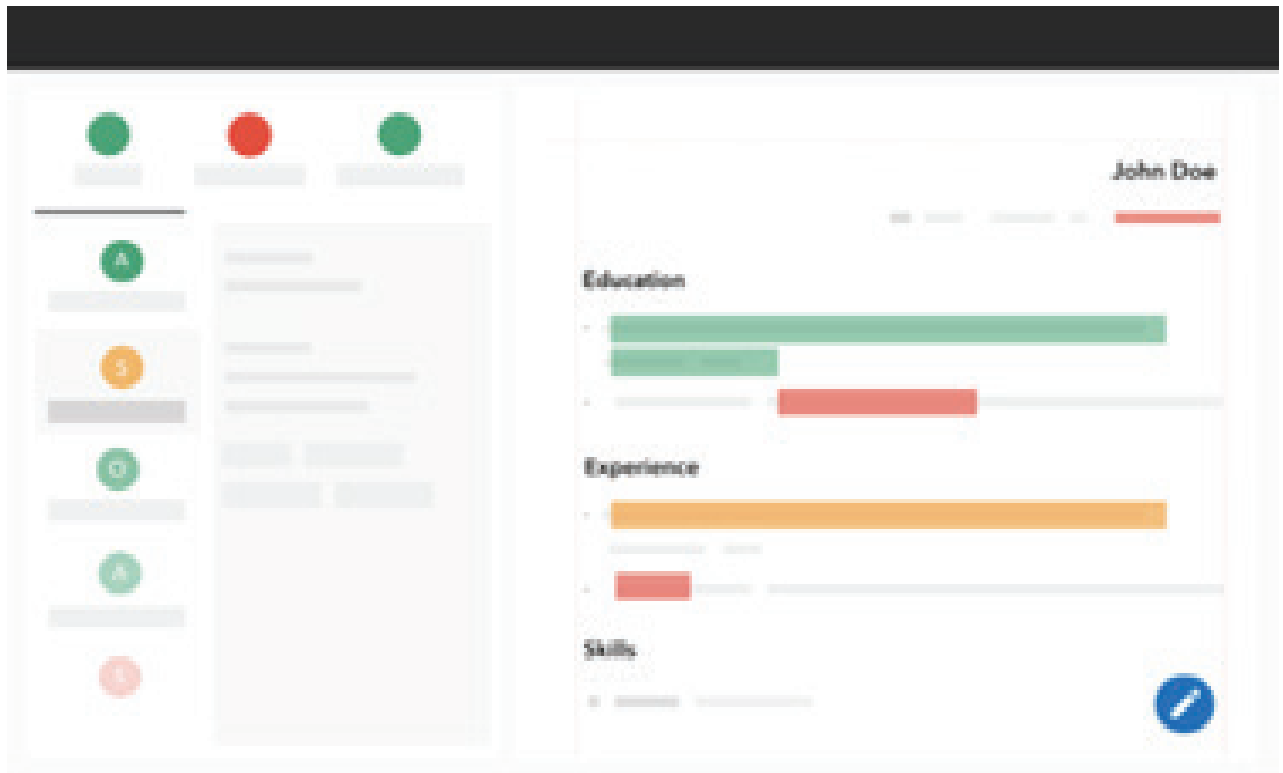
- Select resume Template - VMock SMART Editor will automatically convert your resume into the community template.

  (Note: There is no need to copy-paste your resume content into the new template)

- There is a detailed product walk-through embedded within the system so please make sure you spend some time understanding the different modules/features of the system.

- The next step here is to use the SMART Editor to improve your resume. You will have a Personal Assistant panel on the right-hand side to help you in the process.

- Once you have made the necessary updates to your resume, you can now score your resume by clicking on the '**Resume Score**' button on the top left corner.

- After making any further changes, you can click on '**Re-Score**' button present on the top left corner, which will count as a new upload.

- You can click on the score to get an overview of your module wise score and can reupload your resume in the VMock platform to view updated feedback.

- Download your resume in PDF/Word format for further use by clicking on the download icon on the bottom left corner of the screen.