**Office of Academic Career Development**

**University of Pittsburgh Health Sciences**

May 2023

**vMock for Trainees**

**Self-Driven Resume Builder**

**(10 scores/yr)**

Submit your resume to VMock, a SMART Career Preparation Platform that analyzes your resume from EVERY angle and helps you arrive at an optimized version!

**Learning Outcomes**

After processing your resume using VMock, you will:

* Understand the best practices that are recommended for a trainee’s resume
* Be able to communicate your skills, competencies, and the benefit you can provide to future employers
* Have a cleanly formatted resume that can be submitted for full-time opportunities, as well as any other instances where you may need to share your qualifications in a resume format

**Step by Step Instructions**

1. Log in at [www.vmock.com/pitt](http://www.vmock.com/pitt)
	1. Select the student/alumni option, even if you are a postdoc.
	2. Select “Continue with University ID”. You will log in using Single Sign On so use your Pitt credentials.
	3. Create/update your profile
		1. Upper right corner-click on the circle with your initials
		2. Edit your “student information”
		3. Select your College, which is your school (“SOM”, “SHRS”, etc.)
		4. Select your graduation level: “Graduate or Post-Doc”
		5. Select your Area of Study: (determines benchmarks your resume is compare against)
			1. Health Sciences: benchmarked against University of Pittsburgh Health Sciences PhD and postdoc resumes.
			2. Health Professions: benchmarked against University of Pittsburgh health professions trainees.
		6. Finish
		7. Go back to Dashboard, which is in the upper left corner.
2. Upload a PDF of the *best* version of your resume.
	1. vMock’s AI will analyze your resume compared to benchmarks.
		1. Initial results:
			1. Overall Score plus subscores for Impact, Presentation, and Competencies.
			2. Results are color-coded: red (needs work), orange (on track), and green (good job).
	2. As a next step, you may choose to use the “SMART Editor” on the right, which would implement recommended fixes and rearrange content into one of three templates from your selected benchmark. If you decide to do this:
	3. After reviewing your initial summary results, you can choose to use the “SMART Editor”. Go into System Feedback and Bullet Level Feedback for more detailed comments and to access SMART Editor.
		1. Click on SMART Editor in the top right
		2. Select one of three templates for the SMART Editor to input your information
		3. Once loaded, follow the steps listed through the Smart Assistant to improve the sections within the resume
		4. Use the Smart Assistant on the top right to identify areas of improvement and to see scores based on resume information
		5. Make edits based on the feedback and suggestions received in Smart Editor
		6. Results are color-coded: red (bullets need improvement), orange (bullets could be better), green (bullets look good)
		7. After initial review of sections, click within each section of the resume to receive feedback and suggestions on specific bullets and sections to make corresponding edits
		8. Once corresponding edits are made, click through each section in the Smart Editor for final review and select “Finish”
		9. Go back to the Student Dashboard. Review detailed feedback for any remaining edits.
	4. Alternatively, choose “View Detailed Feedback” under the subscores on the left.
		1. See a “Summary” report by clicking in the upper left corner.
		2. Return to “System Feedback”. Make edits to your resume manually based on feedback for Impact, Presentation, and Competencies.
		3. Check each category on the left that contributes to that subscore and make the recommended changes to your resume.
			1. Wave your mouse over orange and red sections of the resume on the right side of the vMock feedback to obtain specific recommendations or options.
	5. Formatting:
		1. Three templates for your selected benchmark.
			1. Return to the Student Dashboard
	6. Do *NOT* click ”Get Score” or “Resume Score” when you use the SMART Editor. Always go back to the Student Dashboard.
3. Re-score: When ***completely*** done making edits, select “Get Score” or “Resume Score”.
	1. NOTE: you only have 10 scorings a year, which is the fall through the following summer, so only score a new version of your resume when all recommended corrections have been made.
4. To receive feedback through the OACD:
	1. Must meet criteria: when your resume has an overall vMock score of 85, a vMock presentation score of 27/30, or you have tried at least 4 “uploads”/scorings, you may request feedback from the OACD.
	2. Go to the Student Dashboard.
	3. Select “Network Feedback” on the left side.
		1. Select the resume to be reviewed
		2. “Add reviewer”: provide targeted job title, add a note for the reviewer, and then enter Oacd@pitt.edu for the reviewer.
5. Feedback: an email will be sent to you to notify you that feedback has been entered into vMock.
	1. Summary
	2. Detailed feedback

**Additional Background Information (courtesy of Katz School of Business)**

**Scoring: In-Depth Descriptions**

**Presentation** examines how your resume looks visually – this is meant to catch differences in fonts, spacing and formatting inconsistencies, misaligned bullets, and missing information. This is generally where you can see the biggest increases in your score with small changes made to your resume. Make sure that your layout is simple and easy to navigate, that you don’t use a pre-formatted template, and that your formatting is consistent in font, type, spacing, and color. Be sure to also make sure that you have the required sections like “Education” and “Experience” on your document and that you include all of the important information in your sections like your name, email, school and degree, dates and position titles.

**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? The best way to improve your score in this area is to make sure that you are using strong action verbs to start each of your bullets and to include the impact or outcome of those action verbs. For example, a low scoring item might be: Responsible for answering phones. Whereas a higher scoring way to write this would be: Answered 100+ phone inquiries per day directing callers to appropriate departments for their needs.

Lastly, **Competencies** refers to key transferable skills that all employers are interested in seeing from their prospective interns or employees such as strong communication skills, leadership and taking initiative, and strong analytical or problem-solving skills. These are skills you have gained through coursework, student activities, work, internships, research, volunteering, and study abroad. Take a look at which items have been highlighted for each competency. Green highlighted text in this instance means that you have expressed this competency well. Try to add more details in areas that are Red or Yellow using the highlighted text as an example.

**Bullet-Level Feedback**

Please note that VMock does offer bullet level analysis but the feedback provided in this section overlaps in many ways with the information provided in your overall score. Your resume must be formatted with bullets in order for this analysis to work; having bullets is a best practice because people who read a lot of resumes have an easier time consuming bulleted information.