

# VMock Resume Optimizer

Powered by SMART Editor

## How-To Guide

VMock Resume Optimizer enables you to create a recruiter-ready resume for a job description. It instantly scans and provides an analysis of your resume - identifying missing keywords, soft skills, and all prerequisites.

### SALIENT FEATURES



#### Match Score

Get an accurate match score of your resume against the job description.



#### Keywords Analysis & Targeted Recommendations

Equip you with functional and general keywords and their count to improve the effectiveness of your resume. Also, it provides bullet-level recommendations and targeted sample phrases in accordance with the job description.



#### Skill Gap Analysis & Sample Bullets Recommendation

Run a soft skill gap analysis and identify the transferable skills that showcase your readiness for the specific job. It also helps you in improving your resume by suggesting ATS keywords and sample bullets for each soft skill.



#### Requirement Analysis

Showcase your academic experience and technical know-how on tools and certification requirements that are needed for the job.



#### ATS Formatting

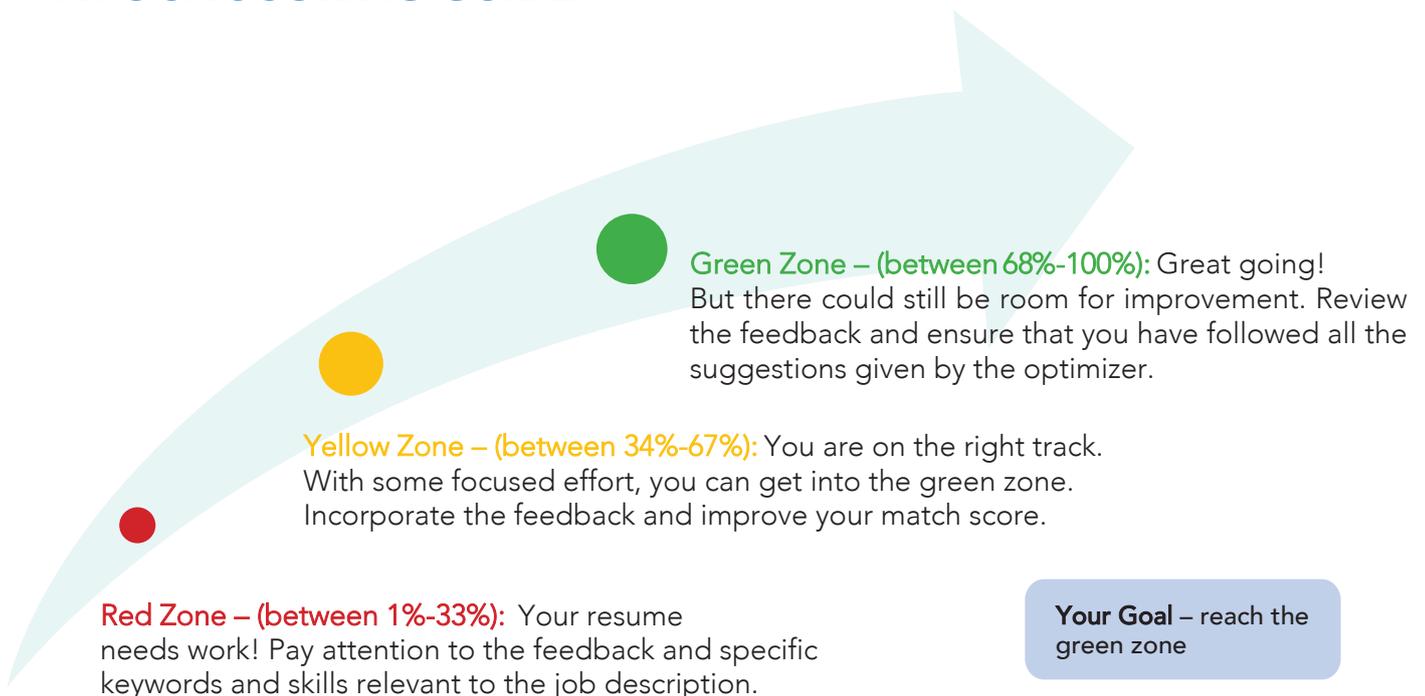
Obtain content and presentation check feedback on the basis of ATS requirements.

## GETTING STARTED

Follow these steps to access resume optimization:

- Go to [www.vmock.com/kean](http://www.vmock.com/kean).
- Once registered, the platform will redirect you to the user dashboard. Then, click on resume optimization from the left navigation menu.
- Upload a job description and select a resume for optimization.
- Get a match score and feedback summary on keywords, skills, requirements, and ATS formatting.
- Edit your resume based on optimizer feedback and recommendations with SMART Editor.
- After making changes, re-evaluate your resume to get an updated optimizer score (Note: you only get 20 scans/uploads in an academic year).
- Download your optimized resume in a PDF or Word format.

## VMOCK SCORING GUIDE



Note: In case you have any queries using the system, reach out to us at [support@vmock.com](mailto:support@vmock.com).

## RESOURCES

- To learn more about optimizing a resume on VMock, click on the bottom right icon named "**Help**". This section includes additional guides and support to navigate the platform.
- Next, you will see a list of options to choose from. You can start by clicking on "**Product Intro Video**" where you can get a detailed video to help you optimize your resume. You can also watch the video transcript for quick reference or specific details.
- For technical support, click on "**Support**" tab and send your queries to us. For adding more context, you can attach a screenshot with your query.