



VMock Instructions for Students

VMock's SMART Resume platform (VMock) is an online tool that provides students instant feedback on their resumes. Loyola Law School students can receive tailored guidance specific to the Career Development Office's [legal resume samples and formatting guidelines](#). Although not a replacement for a career counselor, VMock is our recommended starting-point for those designing their first resume as a Loyola Law School student.

How to Sign Up and Use VMock

1. Navigate to lls.edu/vmock.¹
2. By default, you should be directed to the "Students/Alumni" login page. Click the red "Continue with University ID" button.
3. You will be directed to the university's authentication page. Type in your credentials and click the blue "Log In" button to continue.
4. Click the red "Sign Up" button.²
5. Upload a PDF version of your resume.³
6. Follow the noted guidelines to revise your resume.

Resume Submission via VMock for JD First Year Appointments

First Year JD students looking to make a Judicial Field Placement appointment with a Career Development counselor are **required** to submit a resume and cover letter draft for review prior to their meeting. JD students seeking a general First Year Appointment are **strongly encouraged** to submit their resume prior to their meeting, but it is not required.

To submit your resume to your counselor, follow the steps in the section above to sign up for VMock. After incorporating VMock's suggestions and making any additional revisions necessary, upload your updated resume into VMock. Submit this resume to your counselor using the "Network Feedback" tool. Select your assigned counselor. This will send an automated resume review request to your career counselor. Depending on their feedback, they may send you edits via VMock, send a separate email with direct edits to your document, or may discuss your edits during your appointment.

Note: Any student at any time of the year may request a career counselor to review their resume using the "Network Feedback" tool. If you are unsure who your career counselor is, select the "Career Development Office" option. Due to various department events and recruitment programs, counselor availability is limited and may require at least two business days to review your resume; submit your network feedback request as early as possible.

Things to Keep in Mind

- Students have up to 10 uploads each academic year.
- Do not fret or get fixated on the numerical score of your resume. The value is based on a combination of criteria inherent to the system and set by the Career Development Office. Resumes are subjective. The score does not necessarily reflect quality. Focus instead on the feedback.
- VMock includes a set of 5-star rankings in their network feedback form. This is purely subjective. Focus not on the rating but on the career counselor's suggestions and comments.
- The Career Development Office has customized this tool for Loyola Law School students, but the system is unable to detect everything our counselors recommend. Additionally, VMock developed this platform for worldwide use across multiple industries. A few of their suggestions may not be as applicable to legal resumes. Apply as much of VMock's guidance as possible, and then submit your resume to your career counselor for final review before submitting it to employers.
- Upon registration, VMock assigns all Loyola Law School students to the Loyola Law School Law Benchmark. This means that any resumes you upload will be measured by the standards set by Loyola Law School's Career Development Office. **Please do not change your VMock account settings to another benchmark.** This will assign you to a different set of resume guidelines and standards not approved by our office.

¹ The free and tailored version for Loyola Law School students is available at lls.edu/vmock, not to be confused with the paid and general version at vmock.com.

² If you are a dual-degree student (e.g., JD/MBA), consult the Career Development Office of other benchmarks.

³ All students have the ability to [download and install Office 365 applications](#) including Microsoft Word. Use can use Microsoft Word to create and [convert your resumes to a PDF](#).