VMock Checklist

VMock scores your resume based on BCom-specific resume standards; to best meet these standards, we've compiled a VMock checklist below. The VMock checklist will guide you on how to best format and word your resume to get a top score. Once you've used VMock to analyze your resume, add your final touches (and get creative if approved by the industry you're applying to) before handing it in to an employer.

BCom Requirements	Detailed Description
Resume Length	☐ BCom Year 1 and 2: 1 page maximum ☐ BCom Year 3 and 4: 1-2 page maximum
Margins	☐ Between 0.5 and 1 inch on all sides
Heading	☐ Full Name (bold, caps)
Personal Information at top of resume	☐ Check for presence of email address ☐ Check for presence of LinkedIn URL ☐ Check for presence of Phone Number
Data Format in Education Section	☐ "Completion: Month 20xx" or "Month 20xx" or "Completion: 20xx" or "20xx" non-Bold, non-Italics, consistent alignment and abbreviation
Details in Education Section	☐ University name must be exactly written as "UBC Sauder School of Business" ☐ Degree name must be exactly written as "Bachelor of Commerce"
Date Format in Work Experience Section	☐ Month 20xx - Month 20xx non-Bold, non-Italics, consistent alignment and abbreviation
Essential Section Headings	☐ "Profile" or "Key Competencies" ☐ "Education" ☐ "Work Experience" ☐ "Extracurricular Activities" or "Extra Curricular Activities" or "Community Involvement" or "Leadership Activities" or "Leadership Involvement" or "Leadership Experience" ☐ "Skills and Interest", "Skills & Interests" or "Interests" Note: Any other section is not allowed and sections should be ordered as specified.
Essential Section Headings Format	☐ Bold, CAPS
Details in Work Experience Section	☐ Check for formatting consistency across Job Titles
General	☐ All bullets must be consistently aligned ☐ Either all bullet points should end with a period (full stop) or none ☐ One line spacing between section headings
Spell Check	☐ Throughout Resume