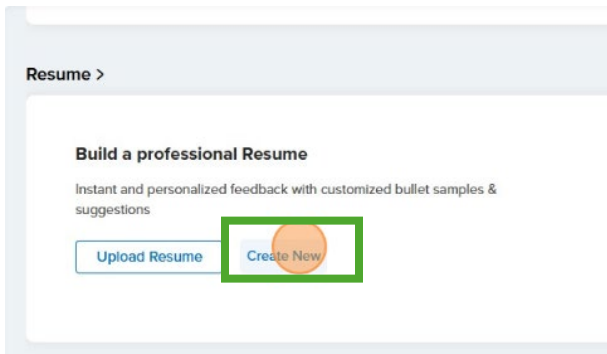


VMock Quick Start Guide – Create a Resume

1. Navigate to <https://www.vmock.com/harper>. Click on **Student** and **Continue with University ID**. Enter your Harper student email address (use @mail.harpercollege.edu). You will have to authenticate your account either by text or through the authenticator application.
2. Next, complete the profile section.
3. If you do not have a resume already, click on **Create New** and choose the resume format you would like to use and click **Continue**.



Choose your account type

Students/Alumni Career Services

Harper College Harper College

Create your VMock account

Student

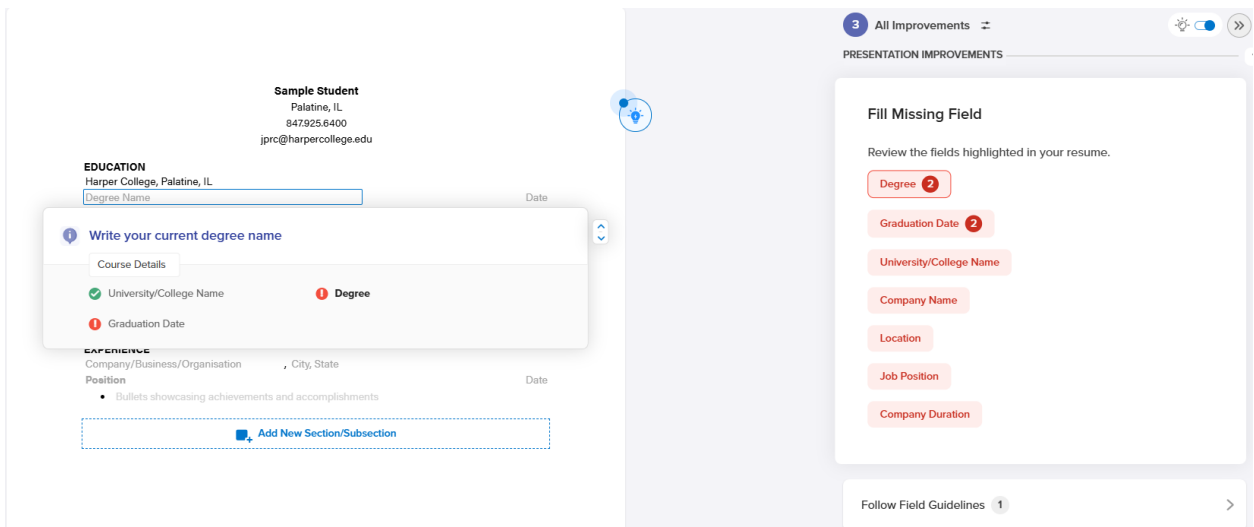
Alumni

Continue with University ID

Continue with your Single Sign-On User ID

If you do not know your password, please call the Harper Help Desk at 847.925.6866.

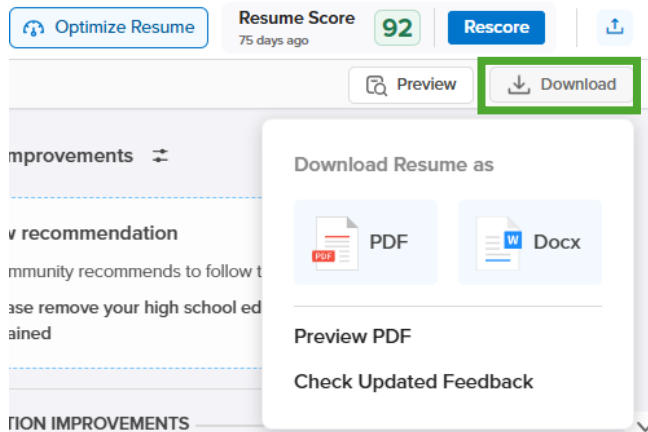
4. Complete each relevant section on the resume. Click **Add New Section/Subsection** to add any other applicable fields to your resume. Hover over highlighted words to view feedback/suggestions and make any changes or click through the sections on the right side of the screen.



5. Once you have finished, you can click on **Get Score**. VMock will score your resume and provide detailed feedback. Read through the **Scoring Overview** and then click on **“View Detailed Feedback”** to see suggestions for improvements.
6. Continue to make changes until you are satisfied with your resume*. *Please note, you can only rescore your resume a total of 10 times.*

VMock Quick Start Guide – Create a Resume

- To download a copy of your resume, click on the downward arrow on the right hand of the screen and choose either PDF or Docx (for a Word Document).



- You can also optimize your resume to jobs you are applying for by clicking “**Optimize Resume**” Please note, you can only optimize your resume 20 times.



- Paste the job description in the box and click “**Start Optimizing**”
- View feedback and click “**Continue**”
- Start making edits by clicking on “**Optimize with SMART Editor**”

*If you would like to receive feedback on your resume from a JPRC staff member, click on **Request Feedback** next to the Harper logo and then **Ask for Network Feedback**. Select the resume version you would like feedback on, click next, then select **Job Placement Resource Center** as the reviewer, click next and fill in the fields for **Targeted Job Title** and **Note for Review**, then click next to complete the process. Your resume will then be reviewed by a staff member during regular business hours.