VMock Quick Start Guide

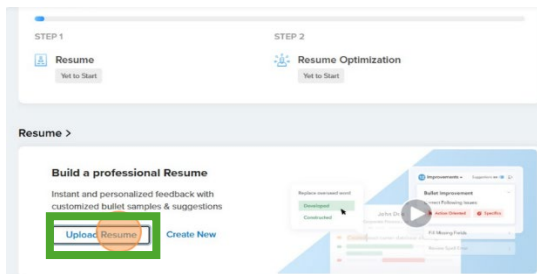1. Navigate to https://www.vmock.com/harper. Click on **Student** and **Continue with University ID.**
2. Enter your Harper student email address (use @mail.harpercollege.edu). You will have to authenticate your account either by text or through the authenticator application.
3. Next, complete the profile section.
4. If you have a resume already, click on **Upload Resume.**

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.

5. VMock will then score your resume and provide detailed feedback. Read through the **Scoring Overview** and then click on **"View Detailed Feedback"** to see suggestions for improvements.
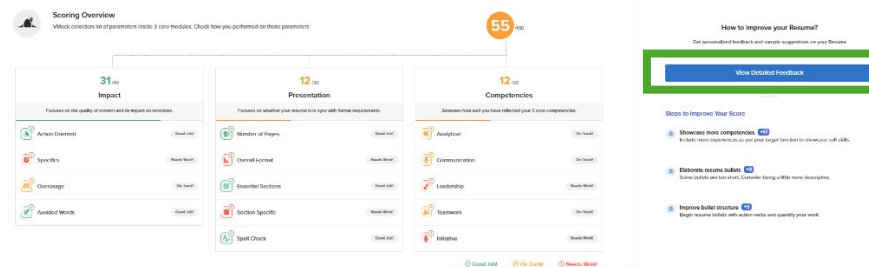

6. Go through the different sections to view what you did well and what needs improvement, to make suggested changes, click on **"SMART Edit"**
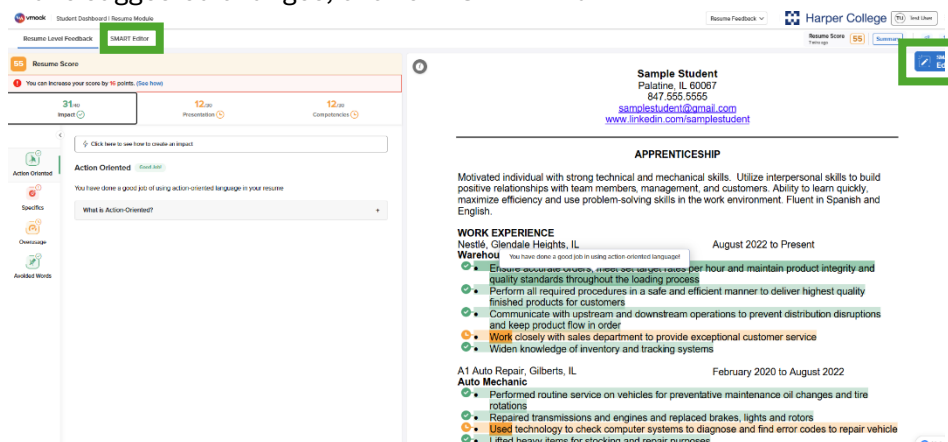

7. Choose a resume format you would like to use and click **"Continue".** Review formatting and correct anything that did not convert correctly.

8. Hover over highlighted words to view feedback/suggestions and make any changes or click through the sections on the right side of the screen.
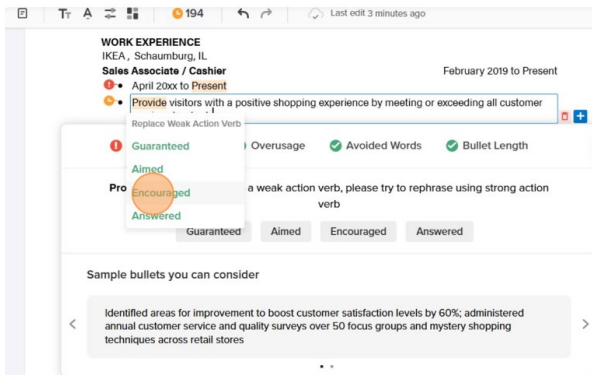
9. Once you have made all necessary updates, you can click **"Rescore"** to see your new resume score. Continue to make changes until you are satisfied with your resume*. *Please note, you can only rescore your resume a total of 10 times*.

10. 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).
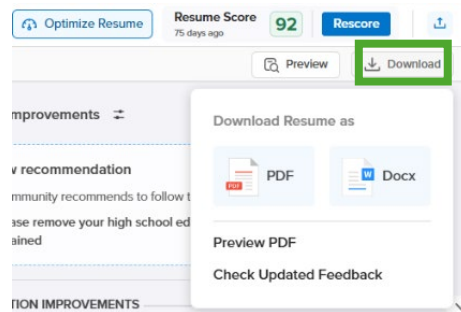
11. You can also optimize your resume to jobs you are applying for by clicking **"Optimize Resume"** *Please note, you can only optimize your resume a total of 20 times*.

12. Paste the job description in the box and click **"Start Optimizing"**
13. View feedback and click **"Continue"**
14. 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.