Create an Account and review Your Resume with VMock

A. Open VMock by navigating to https://www.vmock.com/mercy and click "Continue with University ID"
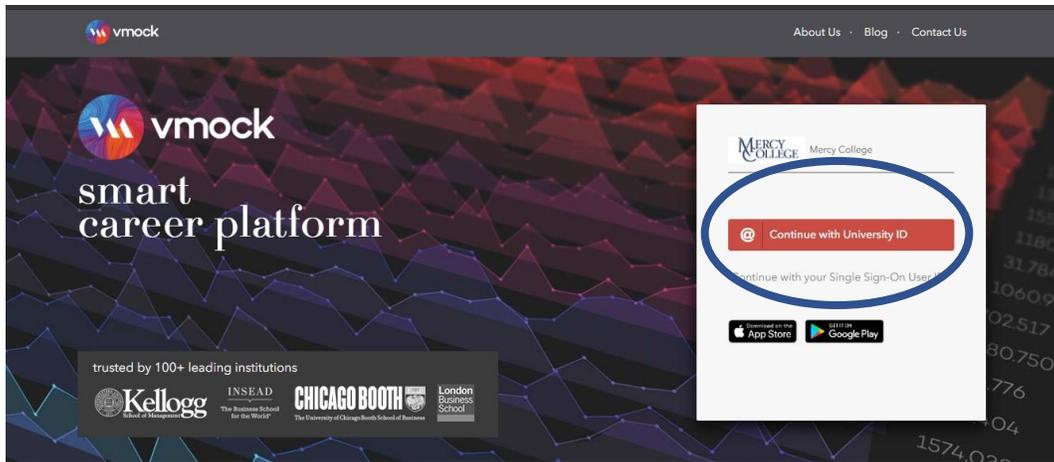
B. Sign in with your Mercy credentials and click "Sign Up"
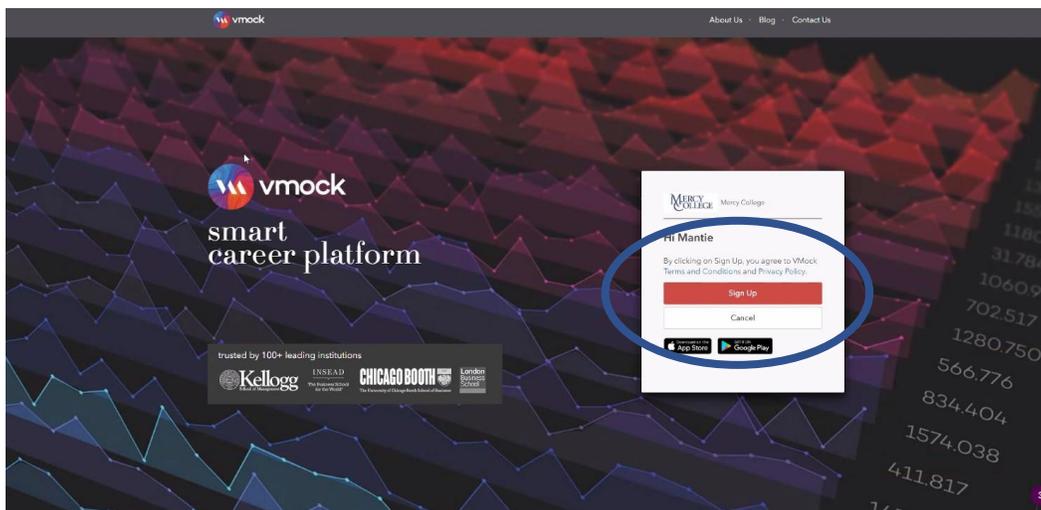
C. Select your Major and Class Year to ensure your resume is reviewed appropriately
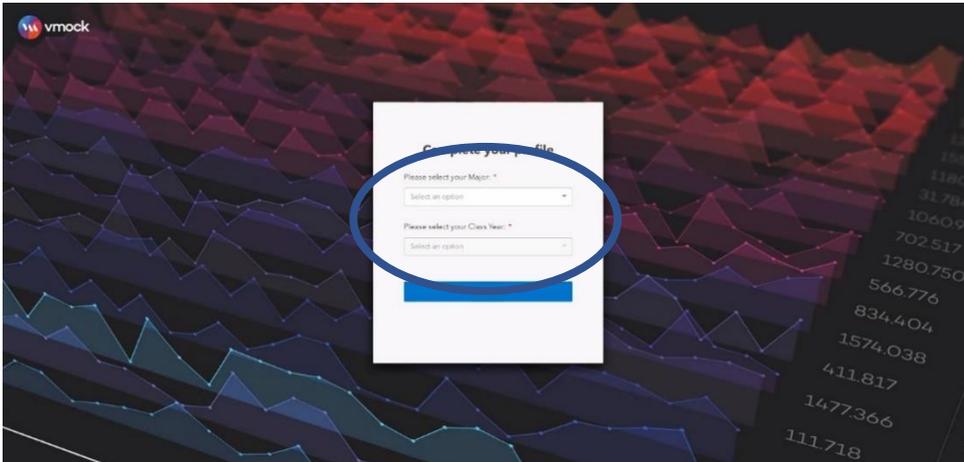
D. Once you login, a virtual tour of the website will appear. It is highly recommended to review these steps.
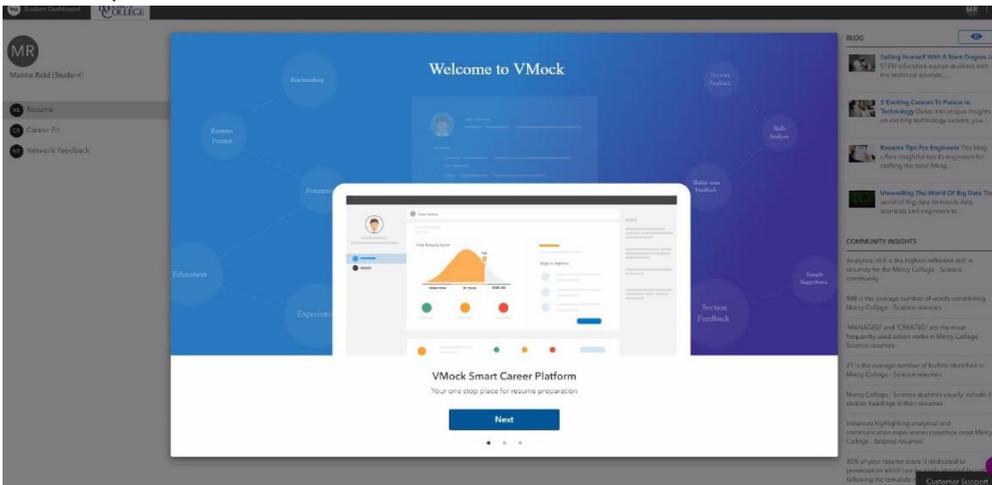
E. After the virtual tour of the site, you can now upload your resume for review. Please remember to save and upload your resume as a PDF.
   a. In Microsoft Word you can do this by clicking "File" -> "Save As" -> Change file format to PDF (this can be found under the file name)
   b. In Google Docs you can do this by clicking "File" -> "Download" -> "PDF Document"
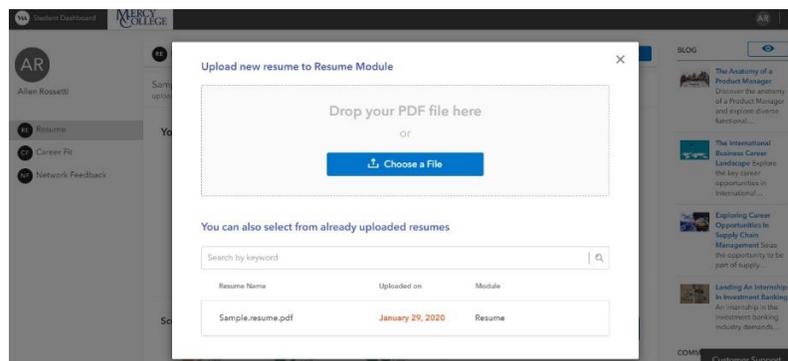
F. You will receive a score out of 100 after your resume has finished processing. You have 10 attempts to get your score as high as possible! We recommend having your score at least 80 or above before uploading onto Handshake for final review.
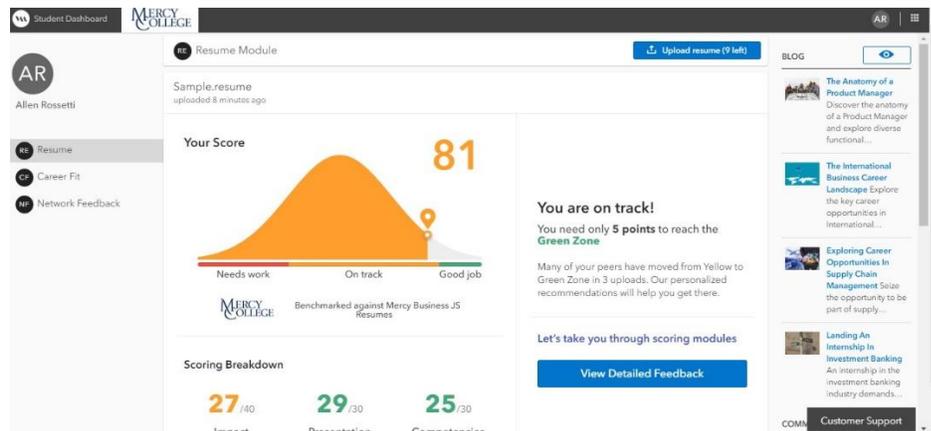
G. Now that you have your score, you can review the different sections to learn how to improve your resume! By clicking on "Impact", "Presentation", and "Competencies", you can find direct feedback on changes. You can view feedback on the resume by putting your mouse over the red highlights to view the hover text.
    a. To get your score up quickly, you can first focus on the Presentation section, but to get the highest score possible please review all the feedback
    b. If you are struggling with the necessary changes, please schedule an appointment with your career coach on Handshake or email cpd@mercy.edu
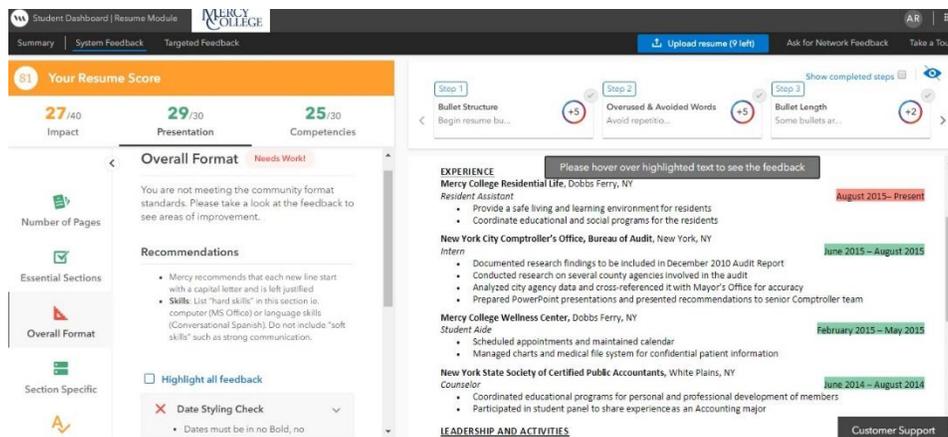
H. Keep making changes to your resume to get the highest score possible! As a reminder, you have 10 attempts to raise you score. To receive more resume attempts please email cpd@mercy.edu. If you are struggling to get to 80, schedule an appointment with your Career Coach.