## Create an Account and Review Your Resume with VMock

- A. Open VMock by navigating to <a href="https://www.vmock.com/mercy">https://www.vmock.com/mercy</a> and click "Continue with University ID".
  - a. Click "Sign Up" if this is your time logging in!





B. Select your Major and Class Year to ensure your resume is reviewed appropriately

C. You can now upload your resume for review. Please remember to save and upload your resume as a PDF.



D. 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 a score of 80 or above before uploading onto <a href="Handshake"><u>Handshake</u></a> for final review.

- E. Now that you have you score, you can review the different sections to learn how to improve! By clicking on "Impact", "Presentation", and "Competencies", you can find direct feedback on changes.
  - a. If you are struggling with the necessary changes, please schedule an appointment with your career coach on <u>Handshake</u> or email <u>cpd@mercy.edu</u>



F. 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 <a href="mailto:cpd@mercy.edu">cpd@mercy.edu</a>. If you are struggling to get to 80, schedule an appointment with your Career Coach.