VMock Resume Optimizer Guide
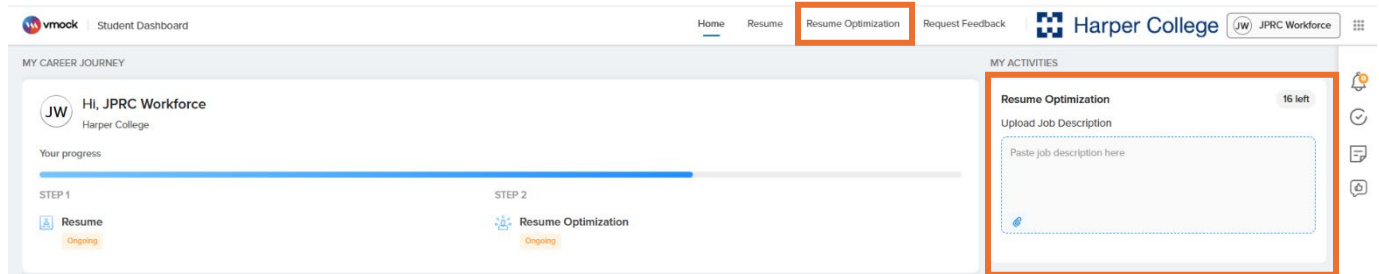
Follow the instructions below to optimize your resume to jobs you are applying for.

1. Navigate to https://www.vmock.com/harper and sign in to your VMock account.
2. At the top of the screen, you can either click on **Resume Optimization** or add a job description in the Resume Optimization box on the right, as shown in the image below.


3. If you have clicked on Resume Optimization, click on **Start Optimizing/New Optimization** to upload or copy and paste a job description.
4. Once the job description has been added, Click **Next** and then choose which resume you would like to optimize. If you do not have a resume in the system, you can **Upload a New Resume** from the top right, as shown in the image below.
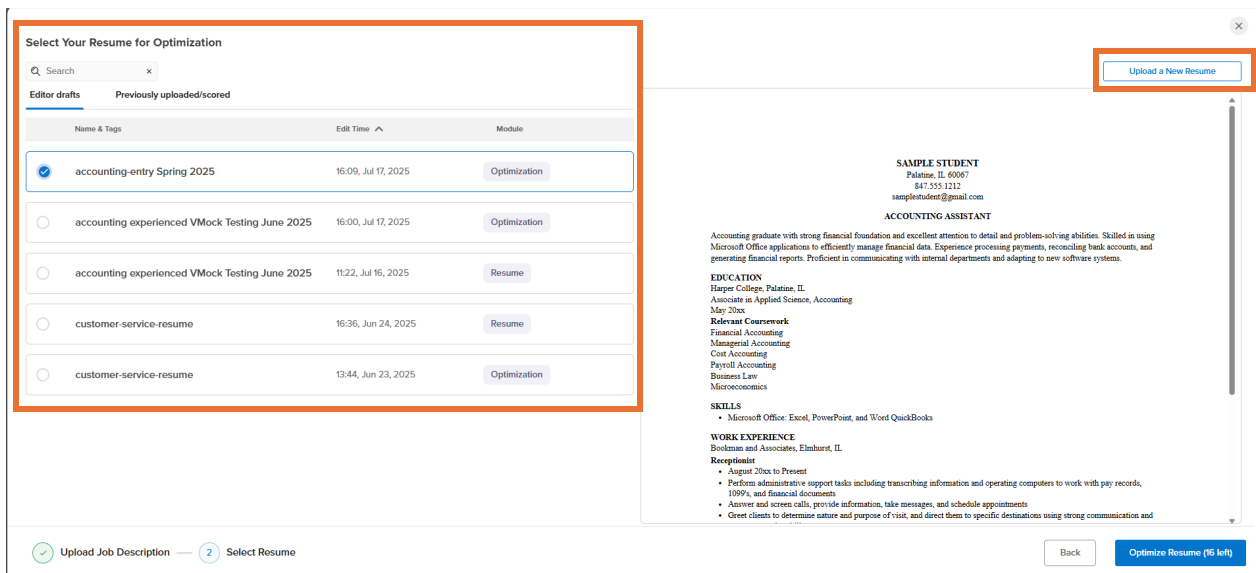
5. If you choose to upload a new resume, it must be in a PDF format. You will also need to choose a resume format you would like to use. Review all formatting and correct anything that did not convert correctly.
6. Once you have selected a resume, click on **Optimize Resume** on the bottom right. *Please note, you can only optimize your resume 20 times per year*.

7. VMock will then show you the Optimization Summary. Review all feedback provided, going through each category to view recommendations to improve your resume's visibility.
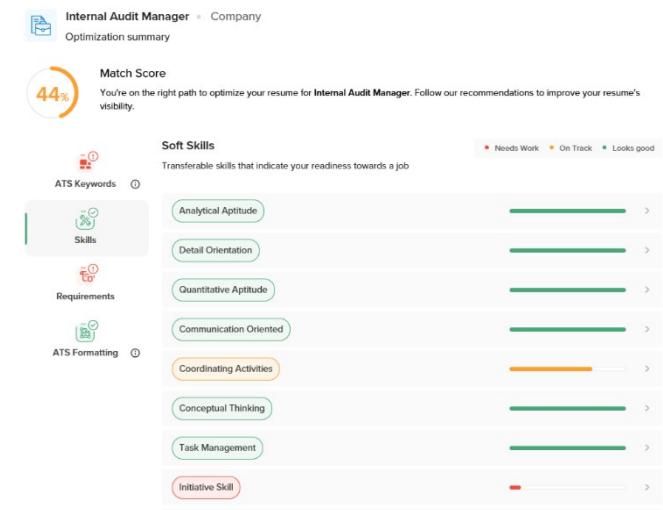
8. To make improvements, click on **Optimize with SMART Editor** at the bottom of the screen. Hover over highlighted words to view feedback/suggestions and make any changes.

9. Click through the **Keywords** and **Skills** section on the right to view suggestions you should consider incorporating into your resume.

10. Once you have made all necessary edits, you can **Re-evaluate** your resume. *Please note this will count towards your yearly optimization count.*

11. To download a copy of your resume, click on the **download** button on the right hand of the screen and choose either PDF or Docx (Word Document).

12. You can also receive feedback on your resume from a JPRC staff member by clicking on **Resume Optimization** button on the top right of the screen and selecting **Request Feedback**. Resumes will be reviewed by a staff member during regular business hours.