

# HOW TO USE SMART RESUME POWERED BY VMOCK

- 1 Go to <https://www.vmock.com/uh> & type *UH email address* into the email address box and click [Complete registration]
- 2 Fill out information within the create your VMock account screen, click [Sign Up].
- 3 An email confirmation should have been sent to the UH email address used. Open the email and click [Verify Account]

Create your vmock account

email address 1

[Complete registration]

[Continue with linkedin]

[Continue with facebook]

Already have a vmock account?  
[Sign in]

Create your vmock account

2

full name

password

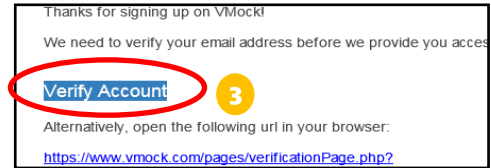
confirm password

enter captcha

Refresh captcha

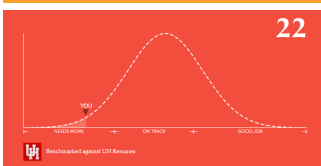
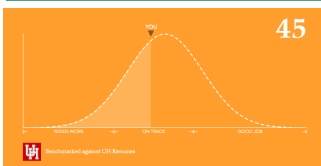
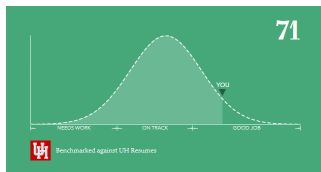
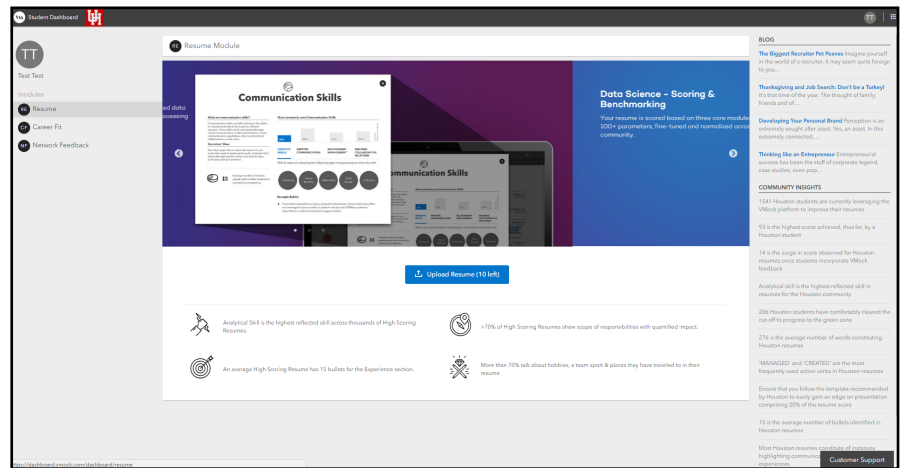
[Sign Up]

By clicking on Sign up, you agree to [Terms and Conditions](#) and [Privacy Policy](#)



- 4 Upon clicking [Verify Account] a new screen will pop up for the main VMock page. Once your account is approved, follow steps 5-8 below:

- 5 Log in and the first screen you see, should be the Student Dashboard Homepage
- 6 Click [Upload Resume] to upload your resume for review. *This will take less than 30 seconds!*
- 7 Your resume will be given a score on a bell curve graph, as seen below:



- 8 Following the determination of your color zone, you can continue reading system feedback by clicking [View Feedback]. You can read "Detailed Feedback" regarding your resume. We suggest reviewing the "How to Read Your Feedback" Document should you have any questions regarding your score or feedback.

You are on track!

Looks like you are in the yellow zone. This implies that you are on the right track and with some effort, you can get into the green zone. Look at the feedback provided on your resume and specific guidance along with examples that apply to your situation. Your aim is to get into the green zone!

YOU 52

Benchmarked against UH Resumes

Steps to improve your score

- +27 Express more competencies  
Add phrases that depict your communication, analytical, leadership, initiative and teamwork skills.
- +14 Refine the language  
Use numbers, facts and figures and omit overused words and fillers.
- +4 Use action-oriented language  
Begin your bullets with strong action-oriented verbs.

[See Detailed Feedback]

In addition to a numerical score and color, specific recommendations will be offered in an effort to help improve the score. It is encouraged to make the suggested improvements in order to make the resume stronger.

\*\*\*However, note that higher scores do not guarantee interviews or employment opportunities.