

# Understand your audience (30 minutes)

In this activity, you'll work together in groups of three to build a resume for a fictional student. You and your groupmates will have three resources to work with:

- a job description,
- an anonymous personal profile, and
- a resume template.

Each of you should be responsible for reading and thinking about *one* of these three resources. Hint: Take notes here and / or open up a new Google Doc to collaborate.

**Step 1:** Decide who will review which resource.

**Step 2:** Split up and take 5 minutes to get familiar with the information in your resource.

**Step 3:** Come back together and explain to the group what you read and what you think about what you read. Think about the questions: Which parts of the student's profile should go on their resume? Why?

**Step 4:** Take the remaining time to fill out the resume template with statements from the fictional student's profile.

**Job description notes:**

**Fictional profile notes:**



**Resume template notes:**

