

## Profiles Format Gap Year Mentorship

The AKAD profiles we request you write are your first basic document in branding and marketing yourself. We request you focus on the following three things

1. **What you are currently doing (school, work, etc.)**
2. **Your history – of how you got to (1) above**
3. **Your future aspirations – where you are going**

This is a document that INTRODUCES you to the world. The idea is to give an appetizer about yourself so that one will want to know more about you. You therefore need to think through what are the most important things about you that will create that kind of interest – so that another conversation can follow from this – such as when invited to present your CV. The first paragraph needs to capture one's attention so that they are motivated to read the rest of your information.

The length of a profile can also be specified – such as if an organisation wishes to include you in their website. They may wish to literally have only ONE paragraph, which is 4 lines long. Do you know what you would say about yourself in this one paragraph, four lines profile?

This is the primary document we use as AKAD to introduce you to the world when sent to;

1. Media houses that need profiles of youth for specific programs
2. Networking partners – to show cause as to why we wish to include you in particular events, especially when there is a cost (e.g. Intercontinental Hotel seminar, USIU).
3. Job Shadowing – to show that you have an interest in the particular industry or opportunity
4. Internships – as in (3) above
5. Potential employers – seeking youth with particular skill sets
6. Admissions officers – as basis for references into academic and other programs

The profile can include sample Essays, as evidence of your writing skills, communicating ability, capacity to understand concepts, initiative, etc. – that you are the best person for the opportunities. Internally this provides an objective Monitoring & Evaluation tool for your growth and development as you work on available Case Study events, readings, audio-visual materials, networking etc.

The profile allows the reader to see the common thread in the above 3 areas; how it all flows, making sense, including seeing and appreciating the link in radically different things. This is the reason one needs to regularly revise and rewrite the profile several times, at best monthly to showcase this growth and development (see our Leadership Development document).

## Document format

As a rule of thumb, we humbly request document format be as below;

1. Length: 1 page only



Akad mentees at the Intercontinental Hotel, Gap Year Mentorship 2017 Field Event in January 2017

2. Title and Name on top of the document
3. Ownership based on;
  - Profile picture (Head and shoulders photo – “passport photo”) to the left of the document. We encourage you to have a photo in which you are seen to be smiling, not looking like “Dr. Death”. We discourage you from offering a profile photo of yourself in a tee-shirt. Formal is always better.
  - Contact details next to the profile photo, (easier done using a “Text box” when using MS (Word)
    - Mobile telephone number
    - Email address,
    - Facebook address
    - LinkedIn address
    - Any other address
 These allow one to independently follow details



4. Page orientation: Portrait.
5. Save one version in MS Word, another in PDF Format (which fixes the data on the page)
6. Save the file with your NAME, short title and month & year – Do NOT save it as “Profile” or “Essay”
7. Attach this document to email.
8. Forwarding email MUST have an introductory paragraph explaining WHY and basis for sending this attachment. Do not assume we know who you are. DO NOT send an attachment alone – if we do not recognise who you are, we will NOT open the attachment as we are NOT in the habit of opening attachments from unknown persons that may contain viruses
9. Font type: Easy to read font (do not use Chinese, Arabic, emoji’s, hard to read font styles, etc.)
10. Text Font size; 11 or 12
11. Do not send document full of grammatical errors and miss-spelt words!
12. No need to include the Akad logo or address in the profile

Email to you may include sample profiles of current and previous Akad mentees.  
 Akad reserves the right to revise this document for future value addition to mentees.  
 Thank you and let us have fun going forward!



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