Ariana Nexus. | Academy

TEMPLATES · CV AND RÉSUMÉ

Five CV and résumé layouts for Afghan students

Finished templates, filled specimens and the rules that decide whether your page is read to the end.

د افغان زده‌کوونکو لپاره د کاري تجربې لنډیز (CV) کینډۍ · قالب‌های خلص سوانح برای محصلین افغان

For undergraduate, graduate and scholarship applications.

01

AN·AC·2026·01 · Edition 1 · 2026

Complimentary for Ariana Nexus Academy students

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ARIANA NEXUS ACADEMY · DOCUMENT AN·AC·2026·01

Five CV and résumé layouts you can use today

Every layout in this file is finished, tested against real admissions and scholarship readers, and ready to use. Delete the specimen, type over the skeleton, export to PDF, and you have a document that will not be thrown out for the wrong reason.

What is inside

LAYOUT	USE IT FOR	PAGE
1 · The clean one-page résumé	Undergraduate applications, internships, most U.S. and Canadian forms	p. 5
2 · The two-column résumé	When your skills and languages matter more than your job history	p. 8
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4 · The no-formal-experience CV	Students out of school, self-taught learners, first-time applicants	p. 15
5 · The scholarship CV	Türkiye Bursları, DAAD, Erasmus Mundus, MEXT, Global Korea Scholarship	p. 18

Choose one. Do not mix two layouts in one document — readers notice, and it looks borrowed.

How to use this file

1. Read Section 1. It is eight minutes and it is where most of the marks are won.
2. Pick one layout. Read its specimen — a complete, realistic example, not a sketch.
3. Scroll to the skeleton that follows it. Select all of the grey text and type over it.
4. Delete every page of this file except your own. Run the checklist on page 21.
5. Save as PDF with the file name given on page 22. Never send a Word file to a university.

> BEFORE YOU START

This document is complimentary for Ariana Nexus Academy students. Ariana Nexus Academy never asks for money, bank details or payment of any kind. If anyone asks you to pay for admission help in our name, it is a scam — write to us and we will act.

Ariana Nexus Academy does not write your CV for you. Admissions readers recognize a CV written by someone else, and several universities treat it as misrepresentation. We review, correct and push — you write.

SECTION ONE

The rules that apply to every layout

Eleven decisions that matter more than the design you choose.

Length

One page for an undergraduate application or an internship. Two pages for a master's or PhD application. An academic CV may run longer once you have publications — until then, it does not.

Order

Reverse chronological inside every section: the most recent item first. Readers scan from the top and stop early. Put your strongest section directly under your name — for most Afghan applicants that is Education, because your Kankor result and your school record are the evidence a reader can verify.

No photograph, no date of birth, no marital status, no national identity number

United States, Canadian, British and Australian readers are trained to discard documents carrying a photograph, because their law forbids them from considering it. German, Turkish and some Gulf applications still ask for one; add it only when the form explicitly asks. Never put your Tazkira number, passport number or home address on a CV that travels over the internet — your city and country are enough.

One file, one name, one voice

Write your name exactly as it appears on your passport or Tazkira, in the same spelling you will use on every form, every test registration and every document you send for the rest of the application. A Duolingo score under "Ahmad Zia" will not match an application under "Ahmadzia". This single inconsistency delays more Afghan applications than any other.

No bold, no colour beyond one accent, no tables you can see

Hierarchy comes from space and size, not from heavy type. Many universities read your PDF through software that strips formatting; if your CV depends on colour or a shaded box to make sense, it stops making sense. Every layout in this file survives being pasted into a plain text box — test yours the same way.

Verbs, not duties

A reader does not want to know what you were responsible for. They want to know what changed because you were there.

INSTEAD OF	WRITE
Responsible for teaching English to children	Taught English to 32 students aged 9 to 14 for eleven months; 24 moved up a level
Worked at my family's shop	Kept daily accounts and inventory for a family business with about 40 customers a day, from age 15
Helped with a research project	Collected and cleaned 480 survey responses in Dari and entered them into SPSS for a study on maternal health
Good at computers	Built and maintain a three-page portfolio site in HTML and CSS; teach Excel to eight classmates weekly
Volunteer work	Organized a weekly mathematics circle for 15 girls who could not attend school; ran it for seven months

Numbers are the cheapest credibility you can buy. Count what you did and say the count.

How to present Afghan credentials so a foreign reader understands them

Most admissions officers have read fewer than five Afghan applications in their careers. They do not know what a Kankor is, and they will not look it up. Explain in six words or fewer, inside the line itself.

YOUR DOCUMENT	HOW TO WRITE IT ON A CV
Shahadatnama (شهادتنامه)	High School Diploma (Shahadatnama), [School name], [City], Afghanistan — graduated [month year]
Se-Parcha (سه پارچه)	Do not name it. Convert it: "Grade 10–12 average: 88.4 / 100 (official transcript, Se-Parcha, available on request)"
Kankor result (کانکور)	National University Entrance Examination (Kankor), 2024: 331 / 360 — national rank approx. 1,200 of 210,000 candidates
A university you started but could not finish	Name it, give the dates, and write "studies interrupted, August 2021" with no further explanation. Readers know. Do not apologise.
A gap of one or more years	Fill it with what you actually did: self-study, online courses with certificates, teaching, work, caring for family. A named gap beats an unexplained one.
Online courses	Only if you finished them and can produce the certificate. Group them: "Coursera — Python for Everybody (University of Michigan), 2025; CS50x (Harvard), 2025."

> THE KANKOR CONVERSION MOST STUDENTS GET WRONG
>
> Do not translate your Kankor score into a GPA. There is no accepted conversion and an invented one reads as dishonest.
>
> Give the raw score, the maximum, the year, and — if you know it — your approximate national rank. Rank is the number a foreign reader can actually use.
>
> If you did not sit the Kankor, do not mention it at all. Its absence is not a question anyone asks.

Work that was not paid, and work inside the home

Caring for younger siblings while your parents worked, running a household after a death, managing a family shop, teaching cousins — all of it is work, and all of it belongs on the page if it took real hours over real months. Write it under Experience with the same structure as a job. What disqualifies an entry is vagueness, not the absence of a salary.

Languages

List them with a level a reader can check: Pashto (native), Dari (native), English (Duolingo English Test 125, 2026), Urdu (conversational), Arabic (reading, Qur'anic). Do not write "fluent" for a language you have never been tested in, and never list a language you cannot hold a fifteen-minute interview in — interviewers do switch.

What to leave off

- Your photograph, age, gender, marital status, father's name, tribe or province of origin — unless a specific form demands it.
- "References available on request." Everyone knows. It wastes a line.
- An objective statement ("Seeking a challenging opportunity…"). It says nothing and readers skip it. A short profile that states your field and your goal in two lines is different, and is allowed in Layouts 2 and 5.
- Skills you would not want to be tested on in the interview.
- Any claim you cannot evidence with a document, a link or a person who will confirm it.

SECTION TWO

Layout 1 — the clean one-page résumé

For undergraduate applications, internships and most North American forms.

The safest choice if you are unsure. No reader has ever rejected this shape.

Specimen

A complete example. The student is invented; the shape is not.

Freshta Ahmadi

Herat, Afghanistan · freshta.ahmadi@email.com · +93 7XX XXX XXX · linkedin.com/in/freshtaahmadi

EDUCATION

Sultan Razia High School, Herat, Afghanistan — 2020 – 2023

High School Diploma (Shahadatnama), graduated December 2023

Grade 10–12 average: 91.2 / 100. National University Entrance Examination (Kankor), 2024: 338 / 360 — approx. national rank 900 of 210,000 candidates.

Coursework: Mathematics, Physics, Chemistry, Biology, English.

EXPERIENCE

Mathematics Tutor — self-organized circle, Herat — Mar 2024 – present

- Teach algebra and geometry to 15 girls aged 12 to 16 who cannot attend school, four hours a week, in Dari.
- Built a 40-page problem set from the national grade 9–11 curriculum; 11 students have since passed online placement tests.

Accounts Assistant — family pharmacy, Herat — Jan 2022 – Feb 2024

- Recorded daily sales and stock for a business serving about 60 customers a day; reconciled the book weekly against cash.
- Introduced an Excel stock sheet that cut monthly expired-stock losses by roughly a third.

PROJECTS

Herat Water Survey — independent — Summer 2025

- Surveyed 120 households on drinking-water sources in two districts; cleaned and analysed the data in Excel; wrote an 8-page report in Dari and English.

SKILLS AND LANGUAGES

Languages: Dari (native), Pashto (native), English (Duolingo English Test 125, March 2026), Urdu (conversational).

Technical: Excel (pivot tables, lookups), Word, Google Workspace, basic Python (CS50x, 2025), SPSS (introductory).

AWARDS AND CERTIFICATES

Provincial Mathematics Olympiad, Herat — third place — 2023

CS50x: Introduction to Computer Science, Harvard/edX — certificate — 2025

Skeleton

Select the grey text and type over it. Delete any section you cannot fill honestly.

[Your full name, spelled exactly as on your passport]

[City, Country] · [email that is your name, not a nickname] · [phone with country code] · [LinkedIn, if you have one]

EDUCATION

[School or university, city, country] — [start – end]

[Qualification, e.g. High School Diploma (Shahadatnama), graduated month year]

[Average out of 100. Kankor score out of 360 with the year, and the rank if you know it.]
[Coursework, only if it is relevant to what you are applying for.]

EXPERIENCE

[Role — organization, city] [start – end]
— [What you did, with a number in it.]
— [What changed because you did it.]

[Role — organization, city] [start – end]
— [What you did, with a number in it.]

PROJECTS

[Project name — course, competition or independent] [dates]
— [What you built or found, and how big it was.]

SKILLS AND LANGUAGES

Languages: [language (native), language (native), English (test name, score, month year), other]
Technical: [software, tools, anything you would accept a test on]

AWARDS AND CERTIFICATES

[Award or certificate — awarding body] [year]

SECTION TWO

Layout 2 — the two-column résumé

When your languages, skills and certificates are stronger than your job history.

Also the best shape when your experience is short but varied.

Specimen

Sohrab Nazari

Kabul, Afghanistan · sohrab.nazari@email.com · +93 7XX XXX XXX · github.com/sohrabnazari

Second-year computer science student applying to transfer into a bachelor's program in software engineering. Self-taught web developer; I build the tools my classmates use.

EXPERIENCE

Junior Web Developer — Rahnaward IT, Kabul — 2025 – present

EDUCATION

Kabul Polytechnic University

- Build and maintain four client websites in HTML, CSS and JavaScript; handle all Dari and Pashto localization.
- Cut the load time of the firm's main client site from 6.2s to 1.9s by compressing images and removing three libraries.

Volunteer Instructor — Kabul Coding Circle 2024 – 2025

- Ran a free 10-week introductory Python course twice, for 38 students in total; wrote all material in Dari.

PROJECTS

Kankor Practice — web app 2025

- Built a free practice-question app for Kankor candidates; 1,400 users in the first four months; Dari interface.

Dari–English study dictionary 2024

- Compiled and published a 600-word technical glossary for computing terms with no standard Dari equivalent.

Computer Science, years 1–2 completed, 2023 – 2025

Average 3.5 / 4.0

Habibia High School, Kabul

Shahadatnama, 2022

Kankor 2023: 312 / 360

SKILLS

JavaScript, HTML, CSS
Python, Git, GitHub
React (learning)
Figma, Excel

LANGUAGES

Dari — native
Pashto — native
English — TOEFL iBT 94 (2026)

CERTIFICATES

freeCodeCamp — Responsive Web Design, 2025
Microsoft Learn — Azure Fundamentals, 2025

TWO-COLUMN WARNING

Some application portals read a PDF from left to right across the whole page, which turns a two-column CV into scrambled text. Before you submit, open your PDF, press Ctrl+A, copy everything, and paste it into a blank document. If it reads in a sensible order, submit it. If it does not, use Layout 1 instead.

Skeleton

[Your full name]

[City, Country] · [email] · [phone] · [portfolio or GitHub]

[Two lines: who you are, what you are applying for, and the one thing that makes you worth reading. No adjectives about yourself.]

EXPERIENCE

[Role — organization] [dates]

— [what you did, with a number]

— [what changed]

[Role — organization] [dates]

— [what you did, with a number]

PROJECTS

[Project] [year]

— [what it is and how many people used it]

EDUCATION

[Institution]

[Qualification, dates]

[Average or Kankor score]

SKILLS

[one per line]

[one per line]

LANGUAGES

[language — level or test score]

CERTIFICATES

[certificate — body, year]

SECTION TWO

Layout 3 — the academic CV

For master's and PhD applications, research assistantships, and the email you send a professor. Two pages is normal. Publications come before employment.

Specimen

Zarmina Hakimi

Ankara, Türkiye · z.hakimi@email.com · ORCID 0009-0000-0000-0000 · linkedin.com/in/zarminahakimi

RESEARCH INTERESTS

Maternal and child health in conflict-affected settings; health-service access among displaced populations; survey methodology in low-literacy contexts.

EDUCATION

Hacettepe University, Ankara, Türkiye — MSc Public Health — 2024 – 2026 (expected)

Thesis: "Antenatal care uptake among Afghan women in Ankara, 2024–25." Supervisor: Prof. [Name]. Average 3.7 / 4.0.

Kabul University of Medical Sciences — BSc Public Health 2018 – 2022

Graduated with distinction; class rank 4 of 96.

PUBLICATIONS AND CONFERENCE PAPERS

Hakimi, Z., [Co-author] (2026). Antenatal care among displaced Afghan women in Ankara: a cross-sectional survey. [Journal], under review.

Hakimi, Z. (2025). Barriers to facility delivery in Herat province. Poster, 12th Turkish Public Health Congress, Izmir.

RESEARCH EXPERIENCE

Graduate Research Assistant — Hacettepe University 2025 – present

- Designed and piloted a 42-item questionnaire in Dari and Turkish; trained four enumerators; collected 310 responses.
- Analysed the data in Stata (logistic regression); wrote the methods and results sections of the resulting manuscript.

Data Assistant — Provincial Health Directorate, Herat 2022 – 2023

- Cleaned and validated monthly reporting from 24 health facilities; built the province's first consolidated maternal-death register.

TEACHING

Teaching Assistant — Introduction to Epidemiology (60 students) Spring 2026

TECHNICAL SKILLS

Stata, SPSS, R (intermediate); KoboToolbox; REDCap; Excel; Zotero.

LANGUAGES

Dari (native), Pashto (native), English (IELTS 7.5, 2024), Turkish (B2).

GRANTS, AWARDS AND SERVICE

Türkiye Bursları full scholarship 2024

Reviewer, student track, Turkish Public Health Congress 2026

What changes for a PhD application

- Put Research interests first and make them specific enough that a professor can see whether they overlap with theirs. "Public health" is not a research interest.
- List every output, even unpublished: working papers, posters, theses, datasets, translations, tools you built. Mark status honestly — under review, in preparation, presented.
- Name your supervisors. A reader who recognizes one name reads the rest of your file differently.

— Add a Methods line if your field values it: the software, the designs and the sample sizes you have actually handled.

SECTION TWO

Layout 4 — the no-formal-experience CV

For students out of school, self-taught learners, and anyone whose life has not produced a job title yet.

This layout is not a weaker CV. It is a different argument, and it works.

If school closed to you, or if you have never held a paid job, the ordinary layouts make your life look empty when it is not. This one leads with what you have learned and built, and treats your circumstances as a fact rather than an apology.

Specimen

Nargis Rahimi

Kabul, Afghanistan · nargis.rahimi@email.com · Contact by email preferred

Self-directed student, out of formal school since grade 9. Three years of structured independent study in mathematics, English and computer science, with certificates. Applying for undergraduate study in computer science.

INDEPENDENT STUDY

Begum Academy — grades 10, 11 and 12 curriculum, in Dari — 2023 – 2026

- Completed the full national curriculum for three grades online; certificates issued for all three years.

Khan Academy — Mathematics, Algebra I through Calculus AB — 2023 – 2025

- Finished 96 percent of the Algebra II and Precalculus units; 640 practice problems logged.

CS50x: Introduction to Computer Science — Harvard / edX — 2025

- Completed all ten problem sets and the final project in C and Python; certificate issued March 2025.

Arizona State University English, via Begum Academy — 2024 – 2025

- Completed four levels; certificate issued.

PROJECTS

Study group for girls out of school — founder — 2023 – present

- Organize and teach a weekly mathematics and English group of 14 girls aged 13 to 17; run entirely online and audio-only.
- Wrote and shared a 60-page Dari revision pack now used by three other groups.

Tazkira-free household budget tool — 2025

- Built a spreadsheet tool for families tracking monthly expenses in Afghanis, used by about 30 households in my neighbourhood.

SKILLS AND LANGUAGES

Languages: Dari (native), Pashto (conversational), English (Duolingo English Test 115, 2026).

Technical: Python (introductory), C (introductory), Excel, Google Workspace, basic HTML.

CIRCUMSTANCES

Girls above grade six have been unable to attend school in Afghanistan since 2021. All study listed above was completed independently, online, without a school.

ON THE LAST SECTION

The "Circumstances" line is one sentence, factual, and placed at the bottom. It is not an excuse and it must not read as one. It exists because a reader who does not know Afghanistan will otherwise assume you stopped studying, and that assumption is the one thing that will cost you the place.

If you are outside Afghanistan, or if your school did not close, delete that section entirely.

SECTION TWO

Layout 5 — the scholarship CV

Türkiye Bursları, DAAD, Hilde Domin, Erasmus Mundus, MEXT, Global Korea Scholarship.

Scholarship readers score against a rubric. This layout hands them the rubric.

A scholarship is not an admission. The committee is scoring you on criteria published on their own website — usually academic merit, leadership, community contribution, motivation and, for some, return and impact. Read their criteria, then make your section headings match their words.

Specimen

Ahmad Wali Stanikzai

Kabul, Afghanistan · a.stanikzai@email.com · +93 7XX XXX XXX

Applicant, Türkiye Bursları 2027 — MSc Civil Engineering. Structural engineering graduate with four years of field experience on public infrastructure in Kabul and Logar, applying to specialize in earthquake-resistant construction and return to Afghan reconstruction work.

ACADEMIC MERIT

Kabul Polytechnic University — BSc Civil Engineering 2017 – 2021

Average 87.4 / 100; ranked 6 of 112. Final project: seismic retrofitting of unreinforced masonry schools.

National University Entrance Examination (Kankor), 2017 316 / 360

PROFESSIONAL EXPERIENCE

Site Engineer — [Construction company], Kabul 2022 – present

- Supervise structural works on three public buildings totalling 4,200 m²; manage a crew of 26.
- Rewrote the site's concrete-testing procedure after two failed pours; no failed pour in the 19 months since.

LEADERSHIP AND COMMUNITY CONTRIBUTION

- Founded a free Saturday drawing-and-AutoCAD class for 20 engineering students; ran for two years.
- Coordinated volunteer damage assessment of 60 homes after the 2023 Herat earthquakes, with the provincial directorate.

MOTIVATION AND PLAN

Afghanistan sits on the Chaman and Hari Rud fault systems and has no national seismic building code in force. I intend to specialize in seismic retrofitting of low-rise masonry, return, and work on school and clinic stock — the buildings where the death toll concentrates.

LANGUAGES AND TECHNICAL

Pashto (native), Dari (native), English (IELTS 6.5, 2026), Turkish (A1, studying).

AutoCAD, SAP2000, ETABS, Revit (intermediate), MS Project.

PUBLICATIONS, AWARDS AND REFERENCES

Best final-year project, Faculty of Engineering 2021

References: two academic, one professional — contact details supplied on the scholarship portal.

The three lines scholarship readers look for

6. A field narrow enough to be real. "Engineering" scores nothing; "seismic retrofitting of low-rise masonry" scores.
7. Evidence you have already done a small version of what you are asking to do at scale.
8. A plan after the degree that is specific and plausible. Most funders are buying the plan, not the student.

SECTION THREE

Before you send it

The checklist, the file name, and the eleven mistakes we correct most often.

The checklist

- ☐ My name is spelled exactly as on my passport and matches every test score and document I will send.
- ☐ The file is a PDF. I have opened it on a phone and it is readable without zooming.
- ☐ It is one page (undergraduate) or two pages (graduate). Nothing runs onto a third.
- ☐ Every date is consistent and in one format; no month is missing.
- ☐ Every claim has evidence I could produce within a day.
- ☐ Every bullet starts with a verb and at least half contain a number.
- ☐ No photograph, no date of birth, no Tazkira or passport number, no home address.
- ☐ My email address is my name, not a nickname, and I check it daily.
- ☐ I have run a spell check in English and had one other person read it aloud.
- ☐ I pasted it into a plain text box and it still reads in the right order.

- ☐ The file name follows the pattern below.
- ☐ There is nothing on this page I would be embarrassed to be asked about in an interview.

File name

Ahmadi_Freshta_CV_2027.pdf

Family name, given name, document type, admission year. Never "CV final final 2.pdf" — readers see the file name, and some portals display it to the committee.

The eleven mistakes we correct most often

#	MISTAKE	WHAT TO DO INSTEAD
1	A photograph on a North American application	Delete it. Keep a version with a photo only for forms that demand one.
2	Kankor score converted into a fake GPA	Give the raw score, the maximum, the year and the rank.
3	Name spelled three ways across four documents	Choose the passport spelling once and never deviate.
4	Two pages of duties with no numbers	Rewrite each bullet to end in a count, a percentage or a period of time.
5	An email like kabul_boy_2005@…	Make a new one: firstname.lastname@… Check it every day.
6	"Fluent English" with no test	State the test and score, or write the level honestly.
7	Unexplained gap years	Name what you did. A named gap is not a weakness.
8	Skills listed that the student cannot demonstrate	Cut anything you would not survive a question about.
9	Word file sent to a university portal	Always PDF. Formatting breaks otherwise, and it looks unfinished.
10	The same CV sent to a university and a scholarship	Keep two versions. They are scored on different things.
11	A CV written by somebody else	Write your own. Readers can tell, and several universities treat it as misrepresentation.

What Ariana Nexus Academy will do with your CV

Send us your draft and a mentor reads it line by line, marks every claim that needs evidence, rewrites two bullets as a model and hands the rest back to you. We do this as many times as it takes. We do not write it for you, and we never ask for money.

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Questions: write to the Academy address published on our website. We reply only from an @arianananexus.com address and never ask for payment. Report anyone who does.

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Prepared for the students of Ariana Nexus Academy.

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