

What is a Curriculum Vitae (CV)?

- A Curriculum Vitae (CV) is a document used in academia that will outline accomplishments, experiences and information pertaining to your career.
- Curriculum Vitae is a Latin phrase meaning, "course of (one's) life."
- Internationally, the CV is considered the equivalent of the American resume.

Resume or Curriculum Vitae (CV)?

CV:

- Primarily used when applying to academic, educational, scientific, or research positions. May also be used to apply to graduate programs, fellowships, or grants.
- The length is typically at least 2 – 3 pages
- A CV should include every accomplishment you have experienced in academia

Resume:

- Primarily used when applying to industry job postings, internships, part-time jobs, or non-academic positions
- Should only include relevant experiences that pertain to the position
- Most of the time, a resume is a 1-page document for an undergraduate student

Why Create an Undergraduate CV?

If graduate school is in your future, it is important to make a CV early in your academic career, even as early as your freshman year. You may take some of the freshman content away by the time you graduate but setting one up early can help you plan for the types of experiences you want or need to add during the course of your undergraduate years.

[Resource: Clemson University CV Packet](#)

Scroll to next page for detailed instructions on developing a curriculum vitae....

CURRICULUM VITAE – SECTIONS AND FORMATTING

Sections	Formatting Notes	Examples
Heading	<ul style="list-style-type: none"> • Headers should have your name, current address, phone number and a professional email. • This heading also includes Sandy's top 5 Clifton Strengths 	<p style="text-align: center;">Sandy Shark “Relator, Strategic, Connectedness, Individualization, Maximizer”</p> <p style="text-align: center;">One University Drive ▪ Bluffton, SC 29909 843-123-4567 sshark@email.uscb.edu</p>
Education	<ul style="list-style-type: none"> • Education should be listed in reverse chronological order, (most recent first). • GPA does not have to be listed for a Ph.D. level degree, but dissertation information should be given. (The example includes a GPA because Sandy is still an undergraduate.) • Do not include information from grade school or high school. 	<p>EDUCATION</p> <p>University of South Carolina Beaufort Bluffton, SC <i>Bachelor of Science in Biology</i> May 2024 Minor in Sociology GPA 3.8/4.0 scale</p>
Experience	<ul style="list-style-type: none"> • Experiences should be listed in reverse chronological order. • Include the position title, name of the institution or company, city and state, and the time you were engaged there. • Include quantitative and qualifying information as much as you can when describing your experiences. • A dissertation can be placed in the education section or in the experience section • You may describe your experiences with bullet points or in paragraph form • Experience may be paid or unpaid if they are significant 	<p>EXPERIENCE</p> <p>USC Beaufort Honors Project Beaufort, SC <i>Medical Technology for Tanzania</i> August 2023 – April 2024</p> <p>Participated in cross disciplinary project, with Clemson University bioengineering students to develop low-cost medical equipment for Tanzania. Accepted the leading role to learn about Tanzanian culture, government, and healthcare structure. Also initiated language development skills to speak basic conversational Swahili.</p> <p>Community Church of Bluffton Bluffton, SC <i>Lead Nursery Volunteer</i> August 2020– May 2022</p> <p>Supervised the infant nursery and all volunteers attending to as many as 10 infants during worship services. Provided basic care to all infants. Cared for three special needs infants during tenure. Maintained sanitary and safe environment for infants.</p>
Publications	<ul style="list-style-type: none"> • Use APA, MLA, Chicago or whichever format your discipline uses to describe publications you have authored • Bold your name within the formatting to indicate your level of involvement when there is more than one author 	<p><u>MLA Example</u></p> <p>Shark, Sandy N. “Access to Healthcare Strengthens Communities.” South Carolina Quarterly 50.3 (2022); 127 – 130. Print.</p> <p><u>APA Example</u></p> <p>Shark, Sandy N. (2022, March 13 - 15). Access to Healthcare Strengthens Communities. South Carolina Quarterly, 50.3, 127-130.</p> <p><u>Pending Publication Example</u></p> <p>Shark, Sandy N. “Access to Healthcare Strengthens Communities.” Pending.</p>
Presentations	<ul style="list-style-type: none"> • Use APA, MLA, Chicago or whichever format your discipline uses to describe presentations you have given • Be sure to include location, date, and where presentation was held • Bold your name within formatting to indicate your level of involvement when there is more than one presenter 	<p><u>MLA Example</u></p> <p>Shark, Sandy N. “Applying Organizational Science to Heal Healthcare.” South Carolina Healthcare Conference, Myrtle Beach, SC, March 2023.</p> <p><u>APA Example</u></p> <p>Shark, Sandy N. (2023). Applying Organizational Science to Heal Healthcare, South Carolina Healthcare Conference, Myrtle Beach, SC.</p> <p><u>Pending Presentation Example</u></p> <p>Shark, Sandy N. (2023). Applying Organizational Science to Heal Healthcare, South Carolina Healthcare Conference, Myrtle Beach, SC. Presentation pending at the South Carolina Healthcare Conference in Myrtle Beach, SC.</p>
Skills Certifications Professional Associations Honors & Awards Clifton Strengths	<ul style="list-style-type: none"> • Depending on your most relevant information, you may add additional sections to the curriculum vitae (CV) such as the ones listed to the left • As a college student, you may even have sections for <i>hobbies and interests, academic achievements, or travel abroad</i> • Skills should be relevant to your field of study such as software used to analyze research data and it's best to list hard skills not soft skills in a skills section • Notice how Sandy identified her Clifton Strengths in a tagline under her name. This could become a part of her personal brand. People outside of academia may not understand the terms, but then this could become the subject of a conversation. 	<p>SKILLS</p> <ul style="list-style-type: none"> • Qualtrics • VassarStats • Microsoft Excel <p>CERTIFICATIONS</p> <ul style="list-style-type: none"> • American Red Cross First Aid and CPR/AED • American Red Cross Babysitters and Advanced Child Care Training • American Red Cross Lifeguard and Water Safety Training <p>HONORS & AWARDS</p> <ul style="list-style-type: none"> • Palmetto Fellows Recipient, 2020 – 2024 • Hargray Science Fellow, 2023 – 2024 • Phi Sigma Biological Science Honor Society, 2022- 2024

Sandy Shark

“Relator, Strategic, Connectedness, Individualization, Maximizer”

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EDUCATION

University of South Carolina Beaufort

Bachelor of Science in Biology

Minor in Sociology

Bluffton, SC

Expected Graduation: May 2024

GPA: 3.8/4.0 scale

HONORS & AWARDS

Palmetto Fellows Recipient, 2020 – 2022

Hargray Science Fellow, 2021 – 2022

Phi Sigma Biological Sciences Honor Society, 2021 – 2022

PROFESSIONAL ASSOCIATIONS

National Science Foundation, 2021 – 2022

National Institute of Health, 2021 – 2022

American Sociological Association, 2021 – 2022

CERTIFICATIONS

American Red Cross First Aid and CPR/AED

American Red Cross Babysitters and Advanced Child Care Training

American Red Cross Lifeguard and Water Safety Training

RESEARCH EXPERIENCE

University of South Carolina Beaufort

Undergraduate Research

Bluffton, SC

January 2021 – May 2021

Advisor: Dr. Hammerhead Shark, Ph.D.

Title: Access to Healthcare Strengthens Communities

Participated in research project sponsored by the Journal of Health and Social Behavior (JHSB) and directed by Hammerhead Shark, Ph.D. in which a multistage probability sample of adults in Beaufort County was designed to probe the neighborhood effects on the health and well-being of a random sample of adults and children. The research found a 34% decrease in social cohesion scores when moving from a neighborhood with the highest levels of insurance to one with the lowest.

University of South Carolina Beaufort

Undergraduate Research

Bluffton, SC

January 2020 – May 2020

Advisor: Dr. Tiger Shark, Ph.D.

Title: Applying Organizational Science to Heal Healthcare

Participated in a study to incorporate theory-driven and evidence-based methods to support the team-based delivery of health care under the direction of Tiger Shark, Ph.D. The study found that inadequacies in the planning phase of team support for patient care can lead to action phase failures that could be life threatening.

Sandy Shark

“Relator, Strategic, Connectedness, Individualization, Maximizer”

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PRESENTATIONS

Shark, Sandy. (2021). Access to Healthcare Strengthens Communities, Poster Presentation, University of South Carolina Beaufort Student Research and Scholarship Day, Bluffton, SC.

Shark, Sandy. (2020). Applying Organizational Science to Heal Healthcare, Oral Presentation, University of South Carolina Beaufort Student Research and Scholarship Day, Bluffton, SC.

SERVICE EXPERIENCE

University of South Carolina Beaufort
Medical Technology for Tanzania

Bluffton, SC
May 2020 – August 2020

Participated in cross disciplinary project with Clemson University bioengineering students to develop low-cost medical equipment for Tanzania, a country working to improve the quality of healthcare. Accepted the leading role to learn about Tanzanian culture, government, and healthcare structure. Also initiated language development skills to speak basic conversational Swahili.

TRAVEL EXPERIENCE

Oxford University Summer Pre-med Program
Study Abroad Student

Oxford, England
May 2021 – August 2021

Selected to study with international group of students learning best practices in European medicine and health care. Traveled to France, Belgium, and Italy during long weekends over the course of six weeks. Stepped outside personal comfort zone to meet new people. Learned to appreciate other cultures and to think creatively when planning travel on a tight budget.

OTHER EXPERIENCE

Myrtle Beach Boardwalk
Grand Strand Lifeguard

Myrtle Beach, SC
Summers 2017 – 2019

Watched over the busiest stretch of beach in the Myrtle Beach area to ensure the safety of all swimmers and respond to emergencies in a timely manner. Maintained an awareness of safety hazards in the area and of infractions committed by swimmers. Routinely inspected rescue and recreational equipment. Personally, responded to more than 20 distressed swimmers during three summers.

Community Church of Bluffton
Lead Nursery Volunteer

Bluffton, SC
September 2018 – May 2019

Supervised the infant nursery and all volunteers attending to as many as 10 infants during worship services. Provided basic care to all infants. Attended to three special needs infants during tenure. Maintained sanitary and safe environment for all infants.