Tutorial

LaTeX tutorial for the creation of academic-standard CVs or résumés

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Contents

1 Get Started

Begin by following the instructions located in the GitHub repository at https://github.com/Pedro-h-mattos/LaTeXCVTemplate, to:

- Install a TEX distribution
- Download a copy of this projects' files onto your local device
- Compile `CVexample.tex` to produce a PDF output

Those instructions are repeated here in more detail.

1.1 Installation

Information about downloading the appropriate software can be found by following the link: https://www.latex-project.org/get/.

> **Step 1.**
>
> Install an appropriate TEX distribution.

A TEX distribution, such as MikTeX, TeXLive or MacTeX, is a necessary prerequisite for compiling TEX files. These are free and easily available for download online.

> **Step 2.**
>
> Install and configure your preferred text editor (e.g. TeXStudio or TeXWorks)

TEX files can be written using any editor and then compiled via the system shell. However for ease-of-use, it is recommended to install a dedicated platform for working with TEX files.

Other code-editors (e.g. VScode) can be suitable, but may require configuration by installing some extensions.

> **Step 3.**
>
> Alternatively, register an account at https://www.overleaf.com/

Overleaf is a cloud-based LaTeX editor which doesn't require any local installation. Integrated project sharing, bibliography management and templates make Overleaf popular with beginners. Although, some features are limited to premium users.

1.2 Download from GitHub

> **Step 4.**
>
> Return to the GitHub repository, https://github.com/Pedro-h-mattos/LaTeXCVTemplate

After installing the necessary software, download the project files from the GitHub repository onto your local filesystem.

> **Step 5.**
>
> Download the repository by selecting <> **Code** and then **Download ZIP**

You can download the entire repository as a .zip file or install the files individually by clicking on its name and then **Download raw file**.

> **Step 6.**
>
> Unpackage the zip file into an appropriately-named folder (e.g. 'myresume')

1.3 Your First Document

Compiling your document now is a good test to see if your software was correctly installed. You can compile source code in the terminal interface with the command `pdflatex <filename>`.

However, it is generally easier to compile from within a TEX editor.

> **Step 7.**
>
> Rename the source file from `CVexample.tex` to `YourName_Position_CV.tex`

This will be the name of your compiled PDF document.

Step 8.

Open the source file `CVexample.tex` within your preferred text editor

Step 9.

Compile your document using the `pdfLaTeX` option

Take a moment to examine the output PDF document.

`CVexample.tex` is designed as a customisable template. The rest of the guide will help you fill it out, step-by-step.

2 Editing TEX Files

The class declaration, `\documentclass{articleCV}`, is analagous to loading a template for the document, which describes configuration and style settings.

`\begin{document}` and `\end{document}` contain the body of the document, including all the text that is output when the document is compiled.

2.1 Title Header

The following code constructs the title header:

```
\begin{centering}
  {\Huge John Smith \par}
  \vspace{0.5\baselineskip}
  132 My Street, London, England \par
  \vspace{0.5\baselineskip}
  E-mail: smithj@outlook.com \quad Telephone: (+00) 000-0000-0000 \par
\end{centering}
\vspace{\baselineskip}
```

> **Step 10.**
>
> Locate the title header within the source document

We're only concerned with the text output of our document, so we will ignore special characters e.g. `{}` or commands (prepended by `\`).

> **Step 11.**
>
> Replace the name, address, email and telephone number with your own information

Then, recompile `CVexample.tex` and observe the changes made to your document.

Now, let's consider how the header is formatted.

- `\begin{centering}` and `\end{centering}` center the header on the page
- `\Huge` makes the font size huge
- `\vspace{0.5\baselineskip}` adds extra spacing between lines, denoted by `\par`

- Similarly, `\quad` adds horizontal space between elements on the same line

Enclosing `{\Huge John Smith \par}` in curly braces prevents the style elements from overlapping onto other lines.

2.2 Qualifications

Step 12.

Locate the first section header `\section{Qualifications}`, within the source document

The source document contains three sections, `Qualifications`, `Experience` and `Skills`.

Step 13.

Describe a recent qualification by rewriting each argument `#1-4` given to the first `\tab` command

The `\tab` command creates a subheading, which is a page-width table with two columns and two rows, that are justified to either margin. Text on the first line is **boldface** and on the second is *smaller, italicized and sans-serif*.

Cells are given as inputs (`#1-4`), which can be null. For example:

```
\tab
  {Bachelor's of Science in Biochemistry}{2022--2026} % #1 and #2
  {Queen Mary University of London}{London, England} % #3 and #4
```

Outputs:

BSc Biochemistry **2022–2026**

Queen Mary University of London *London, England*

Pretty snazzy, eh?

Step 14.

Next, add a bullet point underneath your first subheading

```
\begin{itemize}
  \item
\end{itemize}
```

The environment created by `\begin{itemize}` and `\end{itemize}` creates a bulleted list and the command `\item`, followed by plain text, creates a bullet-point.

Putting it all together, the following code:

```
\tab
  {BSc Biochemistry}{2022--2026}
  {Queen Mary University of London}{London, England}
  \begin{itemize}
    \item Genes and Bioinformatics, Cell Biology and Development,
    ↪  Fundamentals of Organic Chemistry
  \end{itemize}
```

Creates the subheading:

BSc Biochemistry **2022–2026**

Queen Mary University of London *London, England*

- Genes and Bioinformatics, Cell Biology and Development, Fundamentals of Organic Chemistry

> **Step 15.**
>
> Repeat the previous steps to describe another qualification

2.3 Work Experience

> **Step 16.**
>
> Describe a recent position of employment, using the `\tab` command and bullet point(s)

Repeat the construction of a subheading, as before, to fill out your CV. Besides a formal work history, you may also choose to describe your internships, volunteer experience or personal projects.

2.4 Technical Skills

Consider another example subheading, with a slightly different style:

Language Proficiencies

- English (native fluency), Spanish (working proficiency), Mandarin (conversational)

With only one argument it is better to use the command `\textbf{}`, than `\tab`, which would otherwise result in a too-large linebreak.

```
\textbf{Language Proficiencies}
  \begin{itemize}
    \item Engish (native fluency), Spanish (working proficiency),
    ↪  Mandarin (conversational)
  \end{itemize}
```

Step 17.

List the remainder your skill(s) using `\tab` or `\textbf` and bullet points

Finally, save your changes and then recompile `CVexample.tex`.