

# The `karencv` class\*

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## Abstract

The `karencv` class provides a simple style for CVs constructed following the recommendations made by Dr. Karen (*The Professor Is In*). As such, it constitutes a clean CV template which still puts no restrictions on content and organization thereof.

## 1 Introduction

The `karencv` class offers a simple CV template, which allows the creation of a CV which follows the rules laid out by Dr. Karen at *The Professor Is In* (<https://theprofessorisin.com/2016/08/19/dr-karens-rules-of-the-academic-cv/>).<sup>1</sup> Briefly summarized, these rules, which are implemented in the `karencv` class, are:

- One inch margin on all four sides
- 12 point font throughout; candidate name 14 or 16 pt (centered) with "Curriculum vitae" (in 12 pt) below (optional)
- Single spaced
- Headings in bold and all caps; subheadings in bold only
- No italics (except journals and book titles)
- One or two full returns before all headings; one full return between heading and first entry
- Everything left justified; nothing right justified
- No bullet points
- No boxes or columns

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\*This document corresponds to `karencv` v0.1, dated 2018/03/09.

<sup>1</sup>It should be emphasized, however, that to a large extent these rules are about content, not style.

- Year (not month/day) of every entry left justified, tab/indent between year and substance of entry

The content sections as suggested by Dr. Karen are (possible subsections not listed):

- Education
- Professional Appointments/Employment
- Publications
- Awards and Honors
- Grants and Fellowships
- Invited Talks
- Conference Activity/Participation
- Teaching Experience
- Research Experience
- Service to Profession
- Departmental/University Service
- Extracurricular University Service
- Community Involvement/Outreach
- Media Coverage
- Related Professional Skills
- Non-Academic Work
- Teaching Areas/Courses Prepared to Teach
- Languages
- Professional Memberships/Affiliations
- References

The general template will of course work even if a different style (in terms of content) is desired and as such the class provides a simple and clean CV style.

## 2 Implementation

Initial settings, including loading packages. The `\PassOptionsToPackage{...}{geometry}` line aligns the template with the one-inch margin rule.

```
1 \DeclareOption*{\OptionNotUsed}
2 \ProcessOptions\relax
3 \LoadClass[12pt]{article}
4
5 \PassOptionsToPackage{a4paper, margin=1in}{geometry}
6
7 \RequirePackage{times}
8 \RequirePackage{calc}
9 \RequirePackage{fancyhdr}
10 \RequirePackage{color}
11 \RequirePackage{hyperref}
12 \RequirePackage{graphicx}
13 \RequirePackage{geometry}
14 \RequirePackage{enumitem}
15 \RequirePackage{titlesec}
16 \RequirePackage{url}%
```

Set width of headrule to be full page and create the pagestyle with page number, and set the section heading style. The `\titleformat` and `\titlespacing` changes render the correcting headings style.

```
17 \fancyhf{} \renewcommand{\headrulewidth}{0pt}
18 \setlength{\parindent}{0in}
19
20 \pagestyle{fancy}
21 \rhead{\thepage}
22
23 \titleformat{name=\section}[hang]
24   {\normalsize \bfseries \scshape}
25   {}
26   {0em}
27   {\hspace{-0.4pt}\normalsize}
28 \titleformat{name=\subsection}[hang]
29   {\normalsize \bfseries}
30   {}
31   {0em}
32   {}
33 \titlespacing\subsection{0pt}{12pt plus 4pt minus 2pt}{0pt plus 2pt minus 2pt}
```

Link colors and settings. Not part of the style guide, but improves the visual appeal and allows for a clickable e-mail address.

`\email`

```
34 \definecolor{darkblue}{rgb}{0.0,0.0,0.3}
35 \hypersetup{colorlinks,breaklinks,
36             linkcolor=darkblue,urlcolor=darkblue,
37             anchorcolor=darkblue,citecolor=darkblue}
```

```

38 \urlstyle{same}
39 \providecommand*\emaillink[1]{\nolinkurl{#1}}
40 \providecommand*\email[1]{\href{mailto:#1}{\emaillink{#1}}}

```

A macro which can be used for adding entries. This makes it easy to follow the rule about having the year left justified with tab/indent to the substance of the entry. By default, the spacing is `0.07\textwidth` which works well for 12 pt fonts and single-year entries (i.e. 2014, not 2014--2015). For ranges, 0.15 usually works better.

`\makecol`

```

41 \newcommand{\makecol}[3][0.07]{
42 \begin{minipage}[t]{#1\textwidth}
43   #2
44 \end{minipage}
45 \begin{minipage}[t]{\textwidth-#1\textwidth}
46   #3
47 \end{minipage}}

```

Command for forcing an indent. This is sometimes useful when entries end up spanning multiple lines.

`\forceindent`

```

48 \newcommand{\forceindent}{\leavevmode{\parindent=1em\indent}}

```

Macro for creating the CV header. When used, it also removes the page number from the first page. By default, the title is `Curriculum vitae`. Since the font size is fixed at 12 pt, `\large` yields a header of size 14.4 pt.

`\cvheader`

```

49 \newcommand{\cvheader}[2][Curriculum vitae]{%
50 \thispagestyle{empty}%
51 \lhead{#2}%
52 \begin{minipage}[t]{\textwidth}{
53   \centering
54   {\large \bfseries #2}\
55   #1\[-0.15\baselineskip]%
56   \rule{\columnwidth}{1pt}}
57 \end{minipage}
58 }

```

Two special `itemize` list types which are used. Both are without bullet points as the style guide requires. `articlelist` uses no indent for the first line, but if the entry spans multiple lines subsequent lines will be indented to better distinguish entries (which is not completely obvious otherwise as there are no bullet points present). `reflist` has no indentation whatsoever, and is useful for listing references (one `\item` per reference).

`articlelist`

```

reflist 59 \newlist{articlelist}{itemize}{3}

```

```
60 \setlist[articlelist]{label={},itemindent=-2em,leftmargin=2em,itemsep=-0.2em}  
61 \newlist{reflist}{itemize}{3}  
62 \setlist[reflist]{label={},leftmargin=0em}
```