

Using Classes and Templates

Me

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1 Optional Arguments in the Documentclass

We have the:

1. 12pt - to change the default font size from 10 to 12 pt
2. fleqn - change the equation display - float left
3. leqno - change the number of the equation - float left
4. twocolumn - the document will have two horizontal columns
5. landscape - self explanatory

2 The Letter Documentclass

To create the letter we can do something like this:

```
\documentclass[12pt]{letter}

\signature{Me}
\address{Funkytown \\ Funkystreet \\ Funky house}

\begin{document}
  \begin{letter}{CEO \\ Business INC \\ Business address}
    % can take 2nd argument like the name of the company
    \opening{To whom it may concern:}

    I hope You are doing well.

    \closing{Yours Faithfully.}
  \end{letter}
\end{document}
```

3 Using Templates

We can access many templates on this website <https://no.overleaf.com/latex/templates> but there are other options.

4 Project: CV Template

This project will be created in a separate file. The file will be named "9. CV_Project.tex".