

Typographers' Inn

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CV/Résumé layouts

If you use L^AT_EX for your writing, it's pretty much a no-brainer to use it for other classes of document: presentations (slides), business cards, leaflets... and your CV or résumé.

The CV topic on CTAN has over 30 related packages, including several from the Koma bundle, and the `europasscv` package which implements a format which is becoming increasingly important in the EU¹ (see Figure 1).

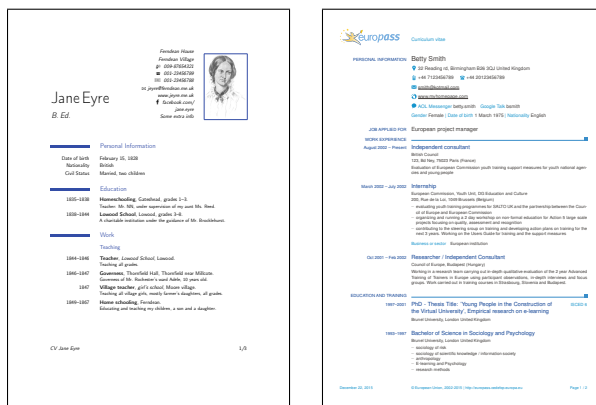


Figure 1: One of the Koma CVs (L) and the EuroPass CV (R) layouts

Sometimes you might need the classical format with label/value pairs, as in the `moderncv` package; but you might prefer the `limecv` package, for example, which uses icons, buttons, and bar-graph indicators to brighten up your image (see Figure 2).

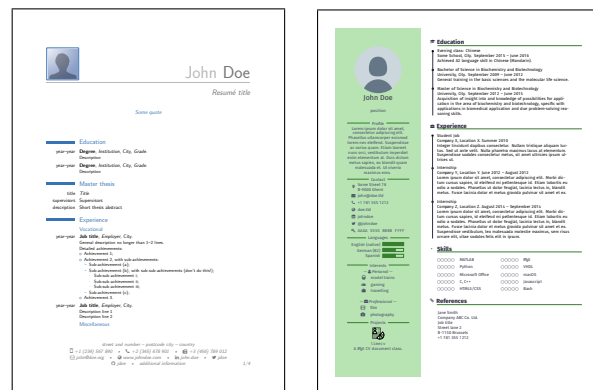


Figure 2: The Modern CV (L) and the Lime CV (R) layouts

¹ europass.cedefop.europa.eu/documents/curriculum-vitae

The two main choices the authors provide are the choice of layout and the choice of typeface. It's largely an aesthetic decision — assuming the actual *content* of your résumé is attractive — but you do need to consider your target audience: what may be very different from what would help a hot design agency to take you on.

Off CTAN, there's also Jan Küster's `jankpunkt` package² which has several variant layouts, including a full-on 'infographics' format, and the wonderful Hipster CV³ from the L^AT_EX Ninja⁴ (see Figure 3).

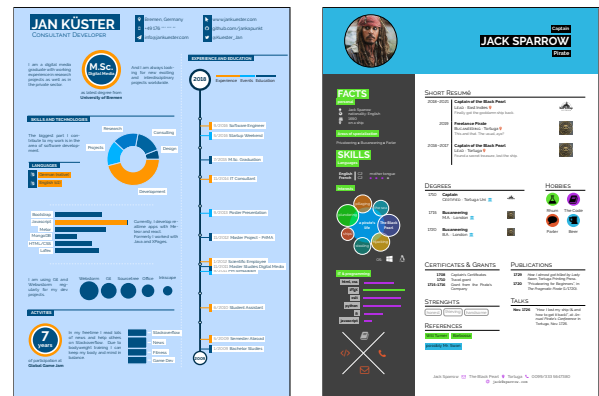


Figure 3: The 'infographics' layout from the `jankpunkt` package and the Hipster CV from the L^AT_EX Ninja

The typographic requirements of a résumé entirely depend on who is going to see it and how they will read it. In a traditional environment which follows common HR procedures there may be a triage panel who will merely check that you have fulfilled the basic requirements, and throw out any which clearly fail to meet them. Human Resources may then comb through them and weed out borderline cases. Someone then creates a shortlist of the top few, and if you're in them, you get an interview.

But increasingly, employers faced with hundreds or thousands of applications for a single job will fail to do even this, and they certainly won't write to acknowledge your CV or say how sorry they are that you didn't make the cut. Online submission and automated analysis simply makes it easier to reject the 99.99% *en masse*, reading the text from a PDF file using an AI system, matching what is there against the posted requirements.⁵

² github.com/jankpunkt/latexcv

³ github.com/latex-ninja/hipster-cv

⁴ latex-ninja.com/

⁵ See examples at <http://www.resumehacking.com/ready-for-automated-resume-screening> and <https://www.vettd.ai/landing/resume-processing>.

Before this, large employers with a bulk applicant problem would have to type in the baseline data from each CV, and then use a specially-written HR filter in a statistics or database system to report on the likely candidates.

All this means you really have to stand out from the crowd and make it easier for the employer to see you and then pick *you*. Like so much else in typesetting, there are some simple rules for the continuous text parts:

- **readability:** no long lines, keep the type size above 11pt, and don't use fancy fonts;
- **consistency:** if you do something one way once, do all occurrences of the same thing the same way every time;
- **logic:** follow a pattern or sequence so that one thing leads naturally to the next.

You are trying to construct a train of thought in the reviewers' heads which will lead them to pick you. For a position in a design field, it's likely that the appearance of a résumé will be taken into account, but if the job is computer or office related, it's probably much less likely. At this stage, making it hard to read for the sake of looking cute is probably best avoided.

Good luck with the job!⁶

Reversed apostrophes (III)

Way back in 1999, I wrote a short note about responses to a query I had raised on TYPO-L about the 'reversed quotation mark' [1, p. 344]. This is an open-quote character that has been reflected horizontally so that it is a mirror-image of the regular close-quote character, like ‘ and ’.

It wasn't clear then, and still isn't now, what this is done for, except perhaps as a misguided attempt at symmetry, and I have mentioned it again on and off, but had to eat my own dogfood when it turned out to be *much* older than I thought [2, p. 136].



Figure 4: Reversed apostrophe in neon sign (red intensified for clarity)

The disease is still there, though, and it has spread like a virus, and consequently mutated. It's

⁶ My thanks to Barbara Beeton for her excellent suggestions in review.

now infecting the apostrophe, and inverting it instead of reflecting it (actually, just using an open-quote where a close-quote should be): I spotted the example in Figure 4 in Budapest this summer.

Afterthought

On Twitter, Julie O'Leary (@julieoleary90) posted an interesting photograph on 15th June with the comment:

More Very interesting mugs at the Ballyanly community centre tonight post 4 mile run. Anyone ever heard of the TeX Users Group meeting in Europe held in @UCC in Sept 1990 where they gave out custom mugs with wolves dressed as leprechauns?



Figure 5: A stray TeX90 mug sighted in the wild

Journalist and historian of the Irish Revolution Niall Murray (@niallmurray1) was quick off the mark:

Read all about it: here's a @tonyleen report in the @Irishexaminer [September 11, 1990].⁷ If ya wanna join @TeXUsersGroup, their 2019 conference is in Palo Alto, California in August.

Thank you both for the eagle eyes and the comments.

References

- [1] P. Flynn. Typographers' Inn — Reversed quotes. *TUGboat* 20(4), Dec 1999. tug.org/TUGboat/tb20-4/tb65flyn.pdf
- [2] P. Flynn. Typographers' Inn — Comeuppance. *TUGboat* 25(2), Dec 2004. tug.org/TUGboat/tb25-2/tb81inn.pdf

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⁷ <https://pbs.twimg.com/media/D9D1IWJWkAAMPmI.jpg>