



**Program:** Bachelor of Arts in Public Sector Management

**Document:** Document Guidelines [v2.0]

## How to Compose and Format Your Application Documents

During the application process, you will be asked to submit a resume. To help you prepare your application documents for submission, please use the following instructions.

### **1. Instructions for Uploading Your Resume:**

**Resume Content:** The contents of your resume should be an accurate snapshot of your education and relevant work history, as it relates to your application to this program

**Resume Formatting:** Please use the following guidelines to properly format your resume:

- File naming convention: first name \_last name \_resume (ex. John\_Smith\_Resume).
- PDF or Word file formats only.

### **What If I Have Content Questions or Technical Issues?**

For help with content: Please contact The Tseng College Office of Graduate and Professional Education (GPE) at (866) 873-6439 / [programs@csun.edu](mailto:programs@csun.edu) (Mon-Fri, 8AM-5PM).

If you need technical assistance, please review our "[Helpful Tips](#)" page if you encounter any problems while completing the online application. If you are still having technical problems, you may email [collexl@csun.edu](mailto:collexl@csun.edu) and a staff member will assist you (Mon-Fri, 8AM-5PM).