



**Program: Master of Arts in Music Industry Administration**

**Document: Document Upload Instructions [v1.0]**

## How to Compose and Format Your Application Documents

During the application process, you will be asked to submit a statement of purpose, resume, topic statement. To help you prepare your documents, please use the following instructions.

### 1. Instructions for Uploading Your Personal Statement:

**Personal Statement Content:** Your Personal Statement should explain why you are interested in the CSUN M.A. in Music Industry Administration Program. Your statement should include how you feel that enrollment in this program would contribute to your growth and success, and your desired outcomes from the program.

**Personal Statement Formatting:** Please use the following guidelines to properly format your Personal Statement:

- No more than one-page in length, single-spaced paragraph spacing, 12-point type, Times New Roman font
- PDF or Word file formats only

### 2. 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: last name\_first name\_resume (ex. Smith\_John\_Resume).
- PDF or Word file formats only.

### 3. Instructions for Uploading Your Topic Statement:

**Topic Statement Content:** Please provide a statement explaining how digital recording and digital distribution has affected the music industry.

**Topic Statement Formatting:** Please use the following guidelines to properly format your Topic Statement:

- single-spaced, 12-point font
- 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 problems, you may email [collexl@csun.edu](mailto:collexl@csun.edu) and a staff member will assist you (Mon-Fri, 8AM-5PM).