



Program: Master of Arts in Instructional Design

Document: Document Guidelines [v1.0]

How to Compose and Format Your Application Documents

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

1. Instructions for Uploading Your Statement of Purpose (SOP):

SOP Content: Your Statement of Purpose should explain your interest in the program and describe how you believe a Master of Arts in Instructional Design will help you to grow professionally. In addition to this broad themes, please ensure your Statement of Purpose communicates the following:

- Reason for applying
- Desired outcomes from the program

SOP Formatting: Please use the following guidelines to properly format your Statement of Purpose:

- 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.

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 (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 and a staff member will assist you (Mon-Fri, 8AM-5PM).