



**Program: Master of Public Administration – All Emphases**

**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 and resume. To help you prepare your documents, please use the following instructions.

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

**SOP Content:** Each candidate’s statement of purpose is unique and, as such, there is no fixed content. However, in general terms, the statement of purpose is designed to confirm that you are a good fit for the program (i.e. that you understand the program and that its curriculum is a good match for your goals). As such, use your statement of purpose as an opportunity not only to demonstrate your ability to create a well-written, viable, and cohesive narrative, but also to “connect the dots” between the program and your goals by explaining in detail HOW you believe that the program can help you to reach those goals.

To that end, please be sure that your statement of purpose helps the academic college to understand your motivation in applying to the program, i.e. what you hope to achieve therefrom. Examples might include some depth related to: academic growth, personal growth, professional development, skill enhancement, community service, knowledge of public administration’s role in providing services, expanding knowledge about policymaking, decision making, how organizations are structured, knowledge about human resource management, the importance of public administration research, etc.

Additionally — *and perhaps most importantly* — the statement of purpose should clearly, and in some detail, explain HOW you believe that the program’s content will aid in your goal. Examples might include: expanding on existing skills/knowledge, developing new skills/knowledge, contextualizing existing experience with new modes of thinking, broadening scope, etc. This type of statement can only be crafted in relation to the program’s current content, and so please take time to review the “Course Description” section of the program’s “Curriculum” page on the website and ensure that your answers directly relate to the courses and their content.

One of the ways to test that your statement of purpose contains the minimum requisite elements is to ask yourself: Does it answer all of the following questions (directly below)? And, does it do so with a solid level of articulation, depth, and quality?

- How will the program help you to achieve your educational goals?
- How will the program help you to achieve your career goals?
- How will the program’s curriculum help to achieve these goals?
- What do you hope to gain from the MPA program?

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

- File naming convention: last name\_first name\_SOP (ex. Smith\_John\_SOP)
- 300-400 words, double-spaced, 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](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).