



Program: Certificate of Advanced Professional Development Perioperative Nursing

Document: Document Guidelines [v1.0]

How to Compose and Format Your Application Documents

During the application process, you will be asked to submit a resume. To help you prepare, 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, particularly your clinical experience, 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 (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).