**Master of Public Administration**

**RÉSUMÉ TEMPLATE**

***Dear Applicant***:

This template is designed to save you valuable time when preparing your résumé. Please follow the steps below in filling out the template:

1. Save this template to your computer. PLEASE NOTE: To ensure that you do not accidentally lose any entered form data, please save the template to your computer first and avoid completing the template online within your browser.
2. Complete the template offline and save a final version of the file to your computer.
3. Once completed, please attach and upload to your online application in the

[**Cal State Apply**](http://calstate.edu/apply) applicantportal. **DO NOT SEND TO THE MPA DEPARTMENT**.

[Email]

[Telephone]

[**YOUR NAME**]

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| Accomplishments |  | Focus less on your job duties and more on what you accomplished. Start your statements with impactful language, such as action verbs. |
| Skills & Abilities |  | There are two basic types of skill sets, hard or soft skills. These are tasks that you naturally do well, talents and strengths that you bring to the table as a student and/or employee. |
| Professional Experience |  | [Job Title, Company Name]Part-time or Full-timeDates From – To (most recent)This is the place for a brief summary of your key responsibilities and most stellar accomplishments.[Job Title, Company Name]Part-time or Full-timeDates From - ToThis is the place for a brief summary of your key responsibilities and most stellar accomplishments.[Job Title, Company Name]Part-time or Full-timeDates From - ToThis is the place for a brief summary of your key responsibilities and most stellar accomplishments.[Job Title, Company Name]Part-time or Full-timeDates From - ToThis is the place for a brief summary of your key responsibilities and most stellar accomplishments. |
| Education |  | degree earned (bachelor’s and higher)University/College attendedStart date – End DateYou might want to include your GPA here and a brief summary of relevant course work, awards, and honors. |