

Graduate Programs at California State University Channel Islands

Resume Instructions & Outline

Dear Applicant:

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

1. Please read through full instructions and outline to see if you would like to use our template.
2. When using the template link ([Docx. 29.7K](#)), 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.
3. Complete the template offline and save a final version of the file to your computer.
4. Once completed, please attach and upload to your online application in the Cal State Apply application portal. **DO NOT SEND TO THE GRADUATE PROGRAM DEPARTMENT.**

The outline below provides the framework for the resume through which your application materials will be reviewed. Here are some tips to consider:

- Provide examples: share your success stories, show how they achieved results, use detailed and concrete language.
- Display leadership: highlight your strong leadership skills or ability.
- Describe extracurricular activities: explain how you made a meaningful impact on the organization, group, or community.
- Focus on career advancement: detail your path of professional growth, show how you continually seek to learn and advance your knowledge, skills, and abilities.
- Remove jargon: eliminate industry jargon and translate the information into layperson terms.
- Be truthful: do not inflate your credentials.
- Keep it short: try not to exceed two pages; this speaks to your ability to be concise yet detailed.

On the next page will be an outline of what the resume should include.

Download the Microsoft Word template. ([Docx. 29.7K](#))

[Email]

[Phone Number]

[Your Name]

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-time]
Dates 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-time]
Dates From – To
This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

[JOB TITLE, COMPANY NAME]
[Part-time or Full-time]
Dates From – To
This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

[JOB TITLE, COMPANY NAME]
[Part-time or Full-time]
Dates From – To
This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

EDUCATION **DEGREE EARNED (BACHELOR'S AND HIGHER)**
University/College attended
Start date – End date
You might want to include your GPA here and a summary of relevant coursework, awards, and honors.