

7th Annual Actuarial Career Day
Friday, September 25, 2009, 1:00 pm – 3:30 pm
Sewall Center
Robert Morris University
6001 University Blvd.
Moon Township, PA 15108

Student Instructions

Registration: Everyone attending must register in advance so that we may prepare printed badges. To register please use the online student registration form available at www.rmu.edu/actuarialcareerday.

If you are unable to register online please send an e-mail to Linda Erb (erb@rmu.edu) including your contact information.

Dress: The dress code for the event is **business attire**, which means shirt and tie for men and comparable attire for women.

Resume Deadline: We will include your **one page** resume in a packet to be e-mailed to employers on or about September 7 provided we receive it by e-mail attachment to Len Asimow (asimow@rmu.edu) no later than **Friday, September 4, 2009** (subject to conformance with the guidelines below).

Several employers will be setting up interview schedules for full-time jobs and internships during the Career Day. They will be selecting applicants from the resume packet, so be sure to submit your **one page** resume by the deadline.

Resume Guidelines: Your resume must be limited to **one page only**, in Microsoft Word or PDF format. It must include the following information:

Full Name

Complete Contact Information (including mail address, e-mail address and phone)

Name of School

Name of Degree expected

Date of Graduation expected (for example, May 2010)

There are several sample resumes you can access on the website www.rmu.edu/actuarialcareerday.

Did we mention, your resume must be limited to **one page** only? Long resumes will be returned to sender.

We encourage you to avail yourself of any guidance your career services office might provide. There is a lot of helpful material about careers, resume writing and interviewing available at www.rmu.edu/careercenter. Just follow the links to the Area for Students – Developing Skills.