

Actuarial Career Day
Hosted by Robert Morris University
www.rmu.edu/actuarialcareerday

Student Instructions

Registration:

Everyone participating must **register in advance**. To register, Robert Morris Students submit the Google Form you received by email, all other students please use the online student registration form.

If you experience difficulty in registering or paying online, try again, making sure you are using **Internet Explorer** for your browser. If you are still unable to register online please send an e-mail to Sara Durzo (durzo@rmu.edu) including your contact information.

Dress:

Although the event is being held virtually we still suggest business attire for the video interviews. This means a full suit and tie, or suit and blouse, closed toed heels or loafers.

Resume Deadline:

We will include your one page resume in a packet to be e-mailed to employers approximately two weeks before the event provided we receive it by e-mail attachment to math03@rmu.edu no later than the deadline (subject to conformance with the guidelines below). **Note:** You must be registered and pre-paid in order to have your resume included.

You will be contacted by Sara Durzo if an employer wants to interview you for an internship or full-time job.

Resume Guidelines:

Your resume must be limited to **one page, in 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 2021)

Please save and send your file with the following naming format with underscores in between each field:

GraduationYear_LastName_FirstName_Schoolinitials.pdf.

Example: 2021_Smith_John_RMU.pdf

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 the [RMU Career Center](#). Just follow the link to the Career Resource Guides.