

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

Student Instructions

Registration:

Everyone participating must **register in advance**. To register for both the in-person and virtual, please use the online Handshake student registration forms (you must register for each event separately)

Dress:

Although the event is being held both in-person and virtually we still suggest business attire for the video interviews as well as in-person. 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 **math02@rmu.edu** no later than **Thursday, September 9** (subject to conformance with the guidelines below). **Note:** You must be registered in order to have your resume included.

You will be contacted by Sara Durzo if an employer wants to interview you during the in-person event or an employer may contact you for a virtual interview.

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 2022)

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.