

**Actuarial Career Days**  
**Hosted by Robert Morris University**  
[www.rmu.edu/actuarialcareerday](http://www.rmu.edu/actuarialcareerday)

***Student Instructions***

**Registration:**

Everyone participating must **register in advance**. To register for the virtual event, please use the online Handshake student registration form.

To register for the in-person event, RMU Students use the link sent in a separate email, Non-RMU students use the link on the Actuarial Science Career Days webpage.

**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 **Monday, September 12** (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 2023)

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

*GraduationYear\_LastName\_FirstName\_Schoolinitials.pdf.*

**Example:** 2023\_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.