

**Actuarial Science Career Day**  
**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:

**RMU Students** register on the Handshake app [Handshake- RMU Student](#)

Also available on the Actuarial Science Career Day webpage.

**Non-RMU students** use the link: [Non-RMU Students Registration](#)

Also available on the Actuarial Science Career Day webpage.

**Dress:**

We suggest business attire. 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 **math04@rmu.edu** no later than **Friday, September 5** (subject to conformance with the guidelines below).

**Note:** You must be registered in order to have your resume included.

You will be contacted by Tawnya Persohn if an employer wants to interview you during the in-person event. Interview times are subject to scheduling and may not be determined until 24 hours before the event.

Please note: In addition to Friday's event, interviews are also available on Thursday, September 25, from 4:00 pm - 7:00 pm.

**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 2026)

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

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

**Example:** 2026\_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.