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

Student Instructions

Registration:
Everyone participating must **register in advance**.

    Virtual Event:
    To register for the virtual event, please use the online Handshake student registration form on the Actuarial Science Career Days webpage.

    In-Person Event:
    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 11** (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 2024)

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

    GraduationYear_LastName_FirstName_Schoolinitials.pdf.

        Example: 2024_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.