

Annual Actuarial Career Day
Hosted by Robert Morris University

www.rmu.edu/actuarialcareerday

Student Instructions

Registration:

Everyone attending must **register in advance** so that we may prepare printed badges. To register please use the online student registration form available [here](#). The deadline for registration is listed [here](#).

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-[Student Instructions](#) to Linda Erb (erb@rmu.edu) including your contact information.

Dress:

The dress code for the event is **business attire**, which means shirt and tie for men and comparable attire for women.

Resume Deadline:

We will include your one page resume in a packet to be e-mailed to employers about two weeks before the Career Day provided we receive it by e-mail attachment to math02@rmu.edu no later than the deadline (subject to conformance with the guidelines below).

You must be **registered and pre-paid in order to have your resume included.**

Several employers will be setting up interview schedules for full-time jobs and internships during the Career Day. They will be selecting applicants from the resume packet, so be sure to submit your one page resume by the deadline.

Resume Guidelines:

Your resume must be limited to **one page only**, 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 or actual (for example, May 2019)

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FILE NAME FORMAT FOR PDFs

Please send your resume to math02@rmu.edu using the following format for the resume document file name:

Year of Graduation
LastName
FirstNameInitial
Name of School.pdf.

Please include exactly one space between each part.

Examples using some familiar schools:

2014 Smith J RMU.pdf
2013 Jones S Pitt.pdf
2015 Einstein A CMU.pdf
1961 Asimow L UCLA.pdf

Okay, you get the idea.

There is a sample resume you can access on the website www.rmu.edu/actuarialcareerday.

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 links to the Student Services – Developing Skills.