**JOB HUNTING**

Getting a job is a problem which every person earlier or later faces. We spend great part of our life at our job, so choosing a right career is one of the most important decisions you will make in your life.

**Job Application.**

An application package to any position consists of a resume and a cover letter. Although the resume should give a lot of information about you, you need to determine your main “selling points” and then to select and order facts in a way that will impress your reader.

You are what you write. You usually make your first impression with employers on paper in the form of a letter and resume. How well you write and distribute your CV and letters will largely determine if you will receive an invitation to interview for a job you really want.

**Job Interview and Professional Ethics.**

The next stage is the interview. Go to the interview alone; don’t take your friends or children with you. Plan to arrive about ten minutes before the appointment time. Wear the proper clothes. You should have a neat, clean appearance to have a good impression.

During the interview be honest and modest about yourself. Pay attention as the interviewer talks; answer all the questions clearly and intelligently. Try not to seem bored, even if you realize that the job doesn’t interest you.

**Corporate Culture.**

Corporate culture is collective beliefs and value systems of a certain company.

At the foundation of any company culture are the standards that govern the operation of the business.

As with many types of cultures, corporate culture usually involves the inclusions of some rites or rituals. This can be something as simple as the annual holiday bonus, a week in the summer when the entire company shuts down, or even the naming of an employee of the month. These rites help to bond people together and provide some sense of collective identity, which is very important to the creation of a positive corporate culture.