Get a Job: Key Terms

Company culture: the values and goals of an organization and its employees

Cover letter: a 1-page document that explains your relevant experiences, qualifications, and why you're interested in a job

Employee benefits: forms of compensation on top of your salary or hourly rate (like health insurance and retirement plans)

Employee handbook: a document that states a company's policies and rules of conduct

Employment agencies: organizations that can connect you to open positions

Job description: a detailed outline of a job's responsibilities and the qualifications of an ideal applicant

Job fair: an event (either in your area or online) where you can directly connect with employers and explore job opportunities

Job interview: a meeting with a company representative where you answer and ask questions to see if you're a good fit for a job

Job offer: an official invitation to work for a company in a specific role

Job posting: a listing for an open job that usually includes a general job description and some of the perks you can expect as an employee

Networking: the process of building professional relationships and connections

Reference: someone who can vouch for your professional experience and work ethic

Resume: a 1–2 page document that summarizes your experience, education, and skills