



***Employment Readiness Program
Army Community Service
Fort Gordon, Georgia***



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SAMPLE - COVER LETTER

KATHLEEN S. SMITH
911 Pecan Court
Wrightsboro, GA 30662

February 11, 2011

Mr. Michael Jones, President
ABC Company, Inc.
121 Central Avenue
Augusta, GA 30905

Dear Mr. Jones:

After completing extensive research, I've learned that your company's computer operation goals fit exactly with the type of position that I am seeking in the computer field. Your new project is quite exciting!

As you can see by the enclosed resume, I possess a B.S. in Computer Science as well as two years of practical experience. In addition, I recently began work on a Master's Degree program in Information Management. I am excited about the prospect of utilizing my skills and experience on a project such as the one in your company.

I will contact you next week and arrange a time that is good for us both. Please feel free to contact me at any time regarding this matter. My number is (706) 855-1234. I look forward to hearing from you.

Sincerely,

Kathleen S. Smith

SAMPLE - CHRONOLOGICAL RESUME

SANDRA H. MYERS
3030 Berber Road
Huntington Station, NY 13004
(706) 790-0911

OBJECTIVE

To secure an Administrative Assistant position in an interesting field which will challenge my abilities allowing me to fully utilize my communication, organizational, and problem solving skills.

PROFESSIONAL SKILLS

Knowledge of MS Word, Excel, Access, Quicken, and Reflex database program.

EXPERIENCE

JONES & SMITH, INC. (law firm); New York, NY

March 1996 - Present

Legal Administrative Assistant

- Interview clients, open files, draft petitions and letters, and file petitions at courthouse
- Research legal issues and devise new angles to argue in court
- Perform general bookkeeping functions; implemented computerized bookkeeping system
- Verify accuracy of bills received and submit payments
- Generate client bills, place collection calls, and file paperwork needed for litigation when necessary; automated firm's billing system
- Compute employee withholdings and prepare paychecks; also prepare payroll and corporate tax returns
- Independently manage office when partners are out of town (often for weeks at a time)

Law Journal Editor/Manager

- Draft and edit the firm's law journal, *Illinois Family Law Report*, keeping abreast of changes in laws
- Develop marketing materials and solicit new subscriptions; increased subscription base by 33%
- Maintain and bill current subscription list; discovered an efficient way to manage records in-house
- Respond to inquiries from potential and current subscribers

NORTH ATLANTIC ANSWERING SERVICE, INC., Jamestown, NY

March 1988 - March 1996

Supervisor

(June 1992 - March 1996)

- Promoted from Assistant Supervisor in July 1993
- Maintained previous responsibilities while training and scheduling all operators, programming new accounts and making changes to existing accounts, and handling complaints and general office problems
- Achievements included preserving several accounts, revamping training program, and reducing employee turnover

Sr. Telereceptionist/Telereceptionist

(March 1988 - June 1992)

- Promoted to senior status in May 1990
- Answered an average of 70 calls per hour, prioritizing emergency calls
- Worked alone on third shift and independently devised solutions to problems
- Trained new and existing operators
- Implemented a customer service program which emphasized taking a proactive approach when resolving problems
- "Employee of the Year" 1990 and 1991; "Operator of the Month" for a total of twelve months
- Maintained perfect performance statistics for three years straight; only employee to achieve this
- Earned an additional 25% of base pay for outstanding performance on the job

EDUCATION

St. Bonaventure; Rochester, NY

Associate of Applied Science, June 1991

Consistent Dean's List recognition

G.P.A.: 3.7/4.0

SAMPLE - COMBINATION RESUME

Frances L. Jones

4500 Dayton Street • Augusta, GA 30909 (706) 777-9000

OBJECTIVE

Position as a medical office assistant offering opportunity for continued professional growth in the health care field.

HIGHLIGHTS OF QUALIFICATIONS

Six years experience in patient care.
Excellent care-giving skills.
Experience working with physicians, nurses and other health care professionals.
Team player. Works well with people on all levels.
Well organized. Excellent time management skills.
Reliable. Dependable.
Career directed in health care.
Certified PC specialist.

EXPERIENCE

2/ 96 to Present **Kelly Assissted Living Services, Washington, D.C.**
Home Health Aide

Provides direct patient care services in private residential and nursing care facilities. Maintains documentation on patient activities and provides daily reports for nursing staff. Implements varying care plans designed to support the highest quality of day-to-day life for all patients.

2/94 to 2/96 **Woodlawn Health Care Center, Bethesda, MO**
Certified Nursing Assistant

Assisted nursing staff in helping provide and meet day-to-day living needs of 15-20 Alzheimer and psychiatric patients. Conducted daily patient rounds; took vital signs, blood pressure, etc.; helped plan and conduct patient activities; helped provide patient supplies; helped dress, feed, and bathe patients; helped transport patients and provided other support services for nursing staff.

12/90 to 7/94 **Fairfield Care Facility, Willis, MO**
Certified Nursing Assistant

Worked mainly in the Alzheimer's unit planning and implementing patient care programs and activities. Responsible for planning successful fashion show, costume parties and holiday related events. Helped escort patients on off-site outings. Took patients for walks, organized games and provided other patient support services for nursing staff.

12/89 to 12/90 **Woodlawn Health Care Center, Bethesda, MO**
Certified Nursing Assistant

EDUCATION/TRAINING

1996 **KELLY ASSISSTED LIVING SERVICES, Washington, D.C.**
Completed orientation training

1996 **INTERNATIONAL CORRESPONDENCE SCHOOLS, INC., MUNRO, PA**
Completed course requirements for certification as a PC Specialist.

1995 **INTERNATIONAL CORRESPONDENCE SCHOOLS INC., MUNRO, PA**
Completed requirement for high school diploma.

1990 **MD DEPARTMENT OF HEALTH AND MENTAL HYGIENE, BALTIMORE, MD**
Received license as a Certified Nursing Assistant.

1987 SHADYSIDE NURSING CENTER, LINCOLN, MD
Received license as a Geriatrics Nursing Assistant.

Other: Completed numerous in-service workshops on nursing assistance at Fairfield Care Facility. Holds current certification in CPR.

SAMPLE - FUNCTIONAL RESUME

PATRICK F. CALHOUN

6789 Bobby Jones Expressway • Augusta, GA 30909
(706) 793-1234

Objective

A Logistical/Maintenance Management Position.

Summary of Qualifications

Seventeen years training, education, and practical experience in **maintenance and transportation operations management**-in both military and civilian environments-with a detailed working knowledge in:

- Managing transportation, logistics and maintenance of military vehicles and weapons systems
 - Overseeing transportation operations
 - Overseeing repair and maintenance of heavy semi-tractor/trailer vehicles; and managing the parts department to support that maintenance
 - Project management and organizational development
 - Recruiting, staffing, training, supervising and managing personnel
 - Creating a synergistic work environment-maximizing productivity of personnel and equipment
 - Administering safety and security programs and risk assessment
 - Managing budgets and records, including computer-generated tracking systems
-

Experience

L&M TRUCKING, Raleigh, NC

(One of the nation's leading transport companies)

February, 1993 - Present

Parts Manager (Promotion) (8/94 - Present)

- Manage Parts Department with \$100,000 base parts inventory, supporting maintenance for 7,600 trucks and 12,500 trailers
- Oversee five employees, including day-to-day supervision, hiring, training, scheduling, and promotions
- Manage inventory, including cost analysis of vendor-supplied items
- Order, receive, and inspect parts; and return obsolete or defective items
- Instituted vigorous housecleaning program to reorganize storage rooms for greater efficiency; purged and reorganized filing system
- Developed comprehensive training and retraining program for both new and old employees, which increased productivity

Shop Foreman (Promotion) (9/93 - 8/94)

- Oversaw all aspects of maintenance, preventive maintenance, and repair of heavy over-the-road semi-tractors **Region covered:** Upper Midwest and parts of Canada. **Volume:** 75-200 vehicles per day
- Scheduled, assigned and monitored repair activities; directly supervised twelve mechanics

Driver Supervisor/Yard Control (2/93 - 9/93)

- Scheduled and supervised incoming and outgoing freight
- Coordinated assignment of equipment, preplanning and dispatching
- Handled high volume paperwork, including customs requirements

Military Experience (1977 - 1992)

U.S. Army

1977 - 1992

Warrant Officer (86 - 92)

- Directed battalion-sized transportation, logistics and maintenance operations, including: Driver/Operator training and testing; Automated parts supply and maintenance management systems; Motor vehicle dispatch and utilization; Scheduling; All mechanical repair, maintenance and quality control for a wide variety of machinery, equipment, vehicles and weapons systems; and Records Management-both manual and computer, including (TAMMS)
- Formulated policies and procedures for transportation, logistics and maintenance, including timetables, assignment of drivers/cargo, and procedures for monitoring movement
- Conducted assessment studies of facilities configuration, maintenance operations, actuaries, equipment/personnel utilization. Initiated improvements based on the analysis. *Result: Improved efficiency of operations*
- Trained, directed and supervised mechanics and technicians

1977 - 1986: Received consistent promotions from Private to Staff Sergeant, and ultimately to Warrant Officer

Military Awards:

Excellent personal and professional evaluations with numerous awards, honors and recognition for outstanding technical skills, exemplary performance, outstanding achievement, meritorious service, individual initiative, professionalism and proficiency

Education

A.A. Degree - Technical Education:

Herkimer County Community College, Herkimer, NY 1990

U.S. Army Warrant Officer Training School

Fort Gordon, Georgia 1986

Basic Advanced and Senior Leadership/Management Training and NCO/Enlisted Technical Training

U.S. Army Institute for Professional Development 1977 - 1986

SAMPLE - THANK YOU LETTER

Catherine Miller
1234 Walton Way
Augusta, GA 30907

February 11, 2011

Ms. Rhonda Johnson
Director, Shipping and Receiving
Quality Industries, Inc.
567 Madison Street
Aiken, SC 29808

Dear Ms. Johnson:

Thank you for the opportunity of interviewing for the position available in your shipping and receiving department. I want you to know that this is the sort of job I have been looking for and am enthusiastic about the possibility of working for you.

I have been searching for such a position and believe that I have both the experience and skills to fit nicely into your organization and be productive quickly.

Thanks again for the interview.

Sincerely,

Catherine Miller

Action Verbs

Management

Accomplished
Administered
Analyzed
Assigned
Attained
Chaired
Conducted
Contacted
Contracted
Consolidated
Controlled
Coordinated
Delegated
Developed
Directed
Established
Exceeded
Executed
Headed
Hired
Incorporated
Increased
Managed
Organized
Planned
Prioritized
Produced
Recommended
Resolved
Retained
Scheduled
Supervised
Trimmed

Communication

Addressed
Arranged
Authored
Corresponded
Drafted

Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Motivated
Negotiated
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Related
Secured
Sold
Spoke
Translated
Wrote

Research

Clarified
Collected
Consulted
Criticized
Diagnosed
Evaluated
Examined
Experimented
Extracted
Grouped
Identified
Inspected
Interviewed
Investigated

Obtained
Reviewed
Searched
Surveyed

Technical

Assembled
Automated
Built
Calculated
Computed
Designed
Determined
Devised
Diverted
Eliminated
Employed
Engineered
Enhanced
Maintained
Operated
Overhauled
Programmed
Reduced
Refined
Remodeled
Repositioned
Repaired
Solved
Structured
Trained
Upgraded

Teaching

Adapted
Advised
Coached
Corrected
Communicated
Enabled

Encouraged
Explained
Facilitated
Guided
Informed
Initiated
Instructed

Financial

Allocated
Appraised
Audited
Balanced
Budgeted
Decreased
Equated
Forecast
Marketed
Projected
Researched
Verified

Creative

Acted
Awarded
Conceived
Created
Designed
Fashioned
Founded
Illustrated
Improved
Innovated
Instituted
Integrated
Introduced
Invented
Packaged
Performed
Redesigned

Reshaped
Revitalized
Shaped

Helping

Assessed
Assisted
Counseled
Demonstrated
Educated
Expedited
Referred

Clerical

Approved
Catalogued
Compared
Compiled
Completed
Dispatched
Distributed
Enlarged
Generated
Implemented
Monitored
Prepared
Purchased
Reorganized
Recorded
Rectified
Retrieved
Screened
Specified
Sorted
Tabulated
Validated
Convinced

**AUGUSTA AREA EMPLOYMENT SERVICES
NON-FEE AGENCIES**

ACRUX STAFFING

2321 Peach Orchard Road
Augusta, GA 30906
(706) 798-5860
Fax (706) 798-9242
rdickinson@allegiancestaffing.com
www.resumesatacruxstaffing.com

AUGUSTA STAFFING ASSOCIATES

West Town Office Park
218 Oak Street, Suite H
Martinez, GA 30907
Clerical/ technical (706) 860-4820
Industrial/skilled (706) 860-8909
Fax (706) 860-4871
ASAoffice1@aol.com
www.jobshopstaffing.com

CAREER PERSONNEL

821 Broad Street
Augusta, GA 30901
(706) 722-1265
Fax (706) 722-1659
augcareer@aol.com
www.careerpersonnel.com

GLOBAL SOLUTIONS

1143 Laney-Walker Boulevard
Augusta, GA 30901
(706) 722-4222
Fax (706) 724-6969
www.gapersonnel.com

GLOBAL EMPLOYMENT SOLUTIONS, INC.

4210 Columbia Road, Bldg 16, Suite D
Martinez, GA 30907
(706) 262-6000
Fax (706) 262-6006
www.gesnetwork.com

KELLY SERVICES

3540 Wheeler Road, Suite 605
Augusta, GA 30909
(706) 738-8806
Fax (706) 733-4066
2130@kellyservices.com
www.kellyservices.com

MANPOWER TEMPORARY SERVICES

1206 Greene Street
Augusta, GA 30901
(706) 722-1511
Fax (706) 722-1086
Sean.frantom@manpower.com
www.manpower.com

MAU, INC.

501 Greene Street
Augusta, GA 30901
(706) 724-8367
Fax (706) 724-8703
Stacey.Williamson@mau.com
www.mau.com

TODAYS STAFFING

119 Davis Road, Building 9-E
Augusta, GA 30907
(706) 854-1220
Fax (706) 854-1250
www.todays.com

OLSTEN STAFFING SERVICES/AEDCCO

519 C Pleasant Home Road, Suite C-3
Augusta, GA 30907
(706) 210-8001
Fax (706) 210-8005
geraldineferrell@olstenstaffing.com
www.olstenstaffing.com

PEAK EMPLOYMENT SOLUTIONS

211 Pleasant Home Road, Suite G-2
Augusta, GA 30907
(706) 228-7325
Fax (706) 7364-6568
www.sizemoreinc.com

SIZEMORE PERSONNEL

1369 Reynolds Street
Augusta, GA 30901
(706) 724-5629
Fax (706) 722-0592
ssaunders@sizemoreinc.com
www.sizemoreinc.com

SPHERION WORKFORCE ARCHITECTS

210 Pitcarin Way
Augusta, GA 30909
(706) 868-0911
Fax (706) 868-6577
www.spherion.com

**PUBLIC AGENCIES
AUGUSTA, GEORGIA**

**ARMY CAREER & ALUMNI PROGRAM
(ACAP)**

Building 33800, Rice Road
Fort Gordon, GA 30905
Dept. of Veterans' Affairs, 791-8765
Dept. of Labor, 791-7341
www.acap.army.mil

Transitioning soldiers and family members
DA employees
Call for appointment at (706) 791-7356/7333

ARMY COMMUNITY SERVICE

Employment Readiness Program
Darling Hall, Bldg. 33720, Suite 224
Fort Gordon, GA 30905
www.gordon.army.mil/acs/EAPNET.HTM

Job Books/Skill Assessment
Career Counseling & Referral
All ID Card Holders
(706) 791-3579

AUGUSTA MAIN POST OFFICE

525 8th Street
Augusta, GA 30901
Employment Info: (706) 823-3124

Veterans w/copy of DD214 may fill out
application within 120 days of discharge on
Thursdays, 9:30 am - 3 pm at Main Post Office

AUGUSTA - RICHMOND CO. GOVERNMENT

Human Resources
530 Greene Street, Municipal Bldg., Room 601
Augusta, GA 30911
www.augustaga.gov

Various skilled & unskilled
Applications accepted Tues & Thurs, 9 am-4 pm
Job Line: (706) 821-2305

CIVILIAN PERSONNEL OFFICE

Darling Hall, Bldg. 33720, Suite 307
Fort Gordon, GA 30905
www.gordon.army.mil/dhr/jobs.htm

Civil Service Jobs
Non-Appropriated Fund Employment
Priority Placement Program
(706) 791-6382

COLUMBIA CO. BOARD OF EDUCATION

Personnel Department
205 Johns Street
Grovetown, GA 30813
www.ccboe.net

Education teachers/aides, etc.
Job Line: (706) 442-4444, Code # 9980

COLUMBIA COUNTY GOVERNMENT

Human Resources Department
630 Washington West Drive
Evans, GA 30809
www.columbiacounty.ga.gov

Various Skilled & Unskilled
Job Line: (706) 868-3300

GEORGIA DEPARTMENT OF LABOR

601 Greene Street
Augusta, GA 30901
www.dol.state.ga.us

State Employment Service, Unemployment
Register Mon - Fri, 7:30 a.m. - 5:00 p.m.
(706) 721-3131

RICHMOND CO. BOARD OF EDUCATION

Personnel Department
2083 Heckle Street
Augusta, GA 30904
www.rcboe.org

Education teachers/aides, etc.
Applications accepted Mon - Fri, 9 a.m. - 4 p.m.
(706) 737-7200

**FORT GORDON
CONTRACTORS & SUBCONTRACTORS***

COMPUTER/TELECOMMUNICATIONS

GENERAL DYNAMICS

ATTN: Human Resources
P.O. Box 7677
Fort Gordon, GA 30905
(706) 791-3609
www.gdc4s.com

**INFORMATION TECHNOLOGY &
APPLICATIONS CORP. (ITAC)**

ATTN: Steve Churm/Debbie Linton
2914 Professional Parkway, Suite 156
Augusta, GA 30907
(706) 798-6711
A leader in Army Satellite Comm. Support.
www.itac.com

JANUS

Mr. Walton Zimmerman
(706) 791-0723 / 364-9100 (Evans Office)
E-mail: walton.zimmerman@janusresearch.com
www.janusresearch.com

MANAGEMENT TECHNOLOGY HQ

14119-A Sullyfield Circle, Suite 100
Chantilly, VA 20157
1-800-808-8910
www.mantech.com

SYTEX

Atrium, Wheeler Road
Augusta, GA 30909
(706) 228-3258
www.sytexinc.com

OTHER CONTRACTORS/MEDICAL

ACE MAINTENANCE

Eisenhower Med Ctr (11th Floor)
Ft Gordon, GA
(706) 790-8146
(Housekeeping Hospital)

AKIMA

Department of Labor
(706) 791-8589
www.dol.state.ga.us

ARMY AND AIRFORCE EXCHANGE-AAFES

www.aafes.com

DYLANTIC

ATTN: Human Resources
P.O. Box 4777
Virginia Beach, VA 23454

COMMISSARY (DECA)

Bldg. 37200
(706) 791-2354
www.commissaries.comn/inside_deca/HR

EAGLE GROUP

1-888-768-6760

H&B FOOD SERVICE

Bldg.39801-Academic Drive
(706) 791-7723
Apply: Tues. & Thurs., 1000-1400

LOCKHEED MARTIN CORP.

www.lockheedmartin.com

R&H COMMERCIAL CLEANING SERVICE

ATTN: Mr. Hernandez
P.O. Box 7692
Augusta, GA 30905
(Housekeeping and Child Care Facilities)

RTS Medical Systems, LLC
Bldg. 13401, 14th Street
(706) 791-7999
www.itsmed.com

RONLYN FOOD SERVICE
ATTN: Sabie Davis, Personnel Officer
Bldg 39801 - Academic Drive
Ft Gordon, GA 30905
(706) 791-7723
apply on Tues/Thurs 1000-1400

THE ROYAL GROUP INC.
Bldg. 39105-Brems Barracks
(706) 791-3984

RESEARCH TRIANGLE INSTITUTE-RTS
MEDICAL
Lane Ave/14th Street
(Instructors, Trainers, Biomedical,
Motorpool)
www.rti.org

SCIENCE APPLICATIONS INTERNATIONAL
(SAIC)
www.saic.com

SERCO-NA INC.
www.serco-na.com

STERLING MEDICAL (DDEAMC)
Michele Cole/Linda Spences
(706) 231-2008
(803) 648-8880
(medical specialties, clerical)
(803) 648-8906 (fax)
(803) 648-8879 (fax)
mcole@sterlingmedcorp.com

SPECTRUM HEALTHCARE
1-800-325-3982
www.shrusa.com

WACKENHUT (Security)
Barnes Ave
1-800-275-8305
<http://www.g4s.com/usw>

ZEITGEIST EXPRESSIONS
www.zeitgeistexpressions.com

FEDERAL SITES

USAJOBS
<http://www.usajobs.gov>

CPOL
<http://www.cpol.army.mil>

NAVY AND MARINES
<https://chart.dohnr.navy.mil>

AIRFORCE
<https://www.af.mil/careers>

OTHER GOVERNMENT AGENCIES
www.avuecentral.com

**DEPARTMENT OF ENERGY & POSSIBLE SUBCONTRACTORS
(MAIL RESUME AND COVER LETTER)**

U.S. DEPARTMENT OF ENERGY

Office of External Affairs
Savannah River Operations Office
P.O. Box A
Aiken, SC 28902
(803) 725-2889

WESTINGHOUSE SAVANNAH RIVER CO

Business Development & Public Affairs
Savannah River Site
Aiken, SC 29808
(803) 725-0195

JOHNSON, LASCHNER & ASSOCIATES PC

1296 Broad Street
Augusta, GA 30901
(706) 724-5756

AIKEN TECHNICAL COLLEGE

P.O. Box Drawer 696
Aiken, SC 29802
(803) 593-9231

BECHTEL SAVANNAH RIVER

Savannah River Site
Augusta, GA 30909
(803) 725-6211

TWO STATE / THOMSON ROOFING

2292 Washington Road
Thomson, GA 30824
(706) 595-2864

AUGUSTA AREA HOSPITALS

EAST CENTRAL REGIONAL HOSPITAL

Georgia Regional Hospital at Augusta
Gracewood State School and Hospital

Human Resources
3405 Mike Padgett Highway
Augusta, GA 30906
(706) 792-7012/7000
www.ecrh.dhr.state.ga.us

EISENHOWER ARMY MEDICAL CENTER

Building 300, Hospital Road
Fort Gordon, GA 30905
(706) 787-5811 (info) **791-6382 (job info)**
www.ddeamc.amedd.army.mil

Apply at One Stop Employment Center
Soldier Service Center, Bldg. 33720
8:00 a.m. - 3:30 p.m. Mon-Fri
Jobs posted on Bulletin Board

MEDICAL COLLEGE OF GEORGIA

1120 15th Street
Augusta, GA 30912
(706) 721-0211
www.mcg.edu/Jobs/index.html

See Job Books
Apply Mon - Fri, 8 am - 4 pm at Personnel Office

TRINITY

2260 Wrightsboro Road
Augusta, GA 30904
(706) 481-7000 (info) **(706) 481-7465 (job line)**
www.stjosephhospital.org/jointheteam

Apply Mon - Fri, 9 a.m. - 4 p.m.
Human Resources Office on ground floor

THE DOCTOR'S HOSPITAL

3651 Wheeler Road
Augusta, GA 30909
(706) 651-3232 (info) **(706) 651-2418 (job line)**
www.doctors-hospital.net/CCForm.asp

Apply Mon - Fri, 8:30 a.m. - 12:00 p.m.
on first floor of hospital

UNIVERSITY HOSPITAL

1350 Walton Way
Augusta, GA 30901
(706) 722-9011 (info) **(706) 774-8933 (job line)**
www.universityhealth.org

Apply Mon - Fri, 8:30 a.m. - 5 p.m.
at Personnel Office

VA MEDICAL CENTER

1 Freedom Way
Augusta, GA 30904
(706) 733-0188 (info) **(706) 823-2204 (job line)**
www.va.gov

Apply at Human Resources located on 7th floor
Primarily Civil Service positions

WALTON REHABILITATION HOSPITAL

1355 Independence Drive
Augusta, GA 30901
(706) 724-7746 (info) **(706) 823-5287 (job line)**
www.wrh.org

Jobs posted in Personnel Office

**AUGUSTA AREA
PRIVATE SECURITY**

CALLOWAY SECURITY
3084 Deans Bridge Road
Augusta, GA 30906
(706) 722-7171

REGENT SECURITY SERVICES INC.
2602 Commons BLVD
Augusta, GA 30909
(706) 738-3113

**CSRA SECURITY & INVESTIGATION
SERVICE INC.**
360 Bay Street
Augusta, GA 30901
(706) 722-3475

SIZEMORE SECURITY INTERNATIONAL
2116 Walton Way
Augusta, GA 30904
(706) 736-1456

SIZEMORE SECURITY INTERNATIONAL
156 Laurens Street NW
Aiken, SC 29801
(803) 648-8802

LOCAL LAW ENFORCEMENT

AIKEN CITY POLICE DEPARTMENT
Business Office
251 Laurens Street NW
Aiken, SC 29801
(803) 642-7620

HARLEM CITY POLICE DEPARTMENT
180 N Louisville Street
Augusta, GA 30814
(706) 556-6262

**AUGUSTA-RICHMOND COUNTY SHERIFF'S
DEPARTMENT**
401 Walton Way
Augusta, GA 30901
(706) 821-1000

POLICE DEPARTMENT
306 E Robinson Avenue
Grovetown, GA 30813
(706) 863-1212

COLUMBIA COUNTY SHERIFF'S DEPT
2273 County Camp Road
Appling, GA 30802
(706) 541-3937 **Job line:** (706) 312-9675
www.columbiacountyso.org

RICHMOND COUNTY MARSHALL
530 Greene Street # 701
Augusta, GA 30901
(706) 821-2368
www.augustaga.gov

STATE CORRECTIONAL INSTITUTIONS

**AUGUSTA-RICHMOND COUNTY
CORRECTIONAL INSTITUTION**
2314 Tobacco Road
Augusta, GA 30906
(706) 798-5572

AUGUSTA STATE MEDICAL PRISON
3001 Gordon Highway
Grovetown, GA 30813
(706) 855-4700

GEORGIA DEPARTMENT OF CORRECTIONS
www.dcor.state.ga.us

**AUGUSTA AREA
NURSING HOMES**

PRUITT CORPORATION

1200 Talisman Drive
North Augusta, SC 29841
(803) 278-2170

AUGUSTA GARDENS

3725 Wheeler Road
Augusta, GA 30903
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UNIHEALTH POST- ACUTE CARE AUGUSTA

2541 Milledgeville Road
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(706) 738-2581

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Job Line: (706) 854-3500

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(706) 721-2531

JENNINGS HEALTH CARE INC.

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(706) 798-1430

KENTWOOD

1227 W Wheeler Parkway
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(706) 863-1188

LAKE CROSSING HEALTH CENTER

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Appling, GA 30802
(706) 541-0462

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(803) 649-6264

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North Augusta, SC 29841
(803) 278-4272

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TRINITY HOME HEALTH CARE

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Augusta, GA 30904
(706) 738-9000

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Fort Gordon, GA 30905
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Apply Online
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www.augustaga.org

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Augusta, GA 30903
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Fax: (706) 821-1330
www.augustagausa.com

CITY OF AUGUSTA

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Augusta, GA 30911
Job Line: (706) 821-2305
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Development Authority of Columbia County
4424 Evans to Locks Road
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Fax: (706) 651-0023
www.co.columbia.ga.us

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(803) 643-0073

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490 Bay Street; P.O. Box 1645
Augusta, GA 30903
Fax: (706) 722-1186

NORTH AUGUSTA CHAMBER OF COMMERCE

406 West Avenue
North Augusta, SC 29841
(803) 279-2323
www.northaugusta.net/chamber

MARROIT RIVERFRONT HOTEL

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Augusta, GA 30901
Job Line: (706) 722-8900 ext. 6654

UNITED CEREBRAL PALSY OF GEORGIA

(706) 667-2200
Page Bill Kay at 1-800-754-4206

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Augusta, GA 30904
(706) 731-0685 or (800) 772-1213
www.ssa.gov

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FEDERAL CREDIT UNION**
2338 Lumpkin Road
Augusta, GA 30906
(706) 796-8226

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FEDERAL CREDIT UNION**
1212 Augusta West Pwy
Augusta, GA 30909
(706) 650-9200

**AUGUSTA VAH FEDERAL CREDIT UNION
CSRA**
1 Freedom Way
Augusta, GA 30904
(706) 731-7161

BANK OF AMERICA
2853 Washington Road
Augusta, GA 30909
(706) 737-4600

CSRA FEDERAL CREDIT UNION
3749 Wheeler Road
Augusta, GA 30909
(706) 868-2200

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Daniel Village Office
2805 Wrightsboro Road
Augusta, GA 30909
(706) 262-2086

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36305 Avenue of the States
Fort Gordon, GA 30905
(706) 793-0012

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Augusta, GA 30909
(706) 738-6990

METRO ONE FEDERAL CREDIT UNION
240 Robert C. Daniel, Jr. Pkwy.
Augusta, GA 30909
(706) 736-4762

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Martinez, GA 30917
(706) 868-2262

SAVANNAH RIVER PLANT CREDIT UNION
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North Augusta, SC 29861

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7004 Evans Town Center Blvd.
Evans, GA 30809
(706) 650-6780

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Augusta Riverfront Center
110th Street
Augusta, GA 30901
(706) 849-3314

SRP FEDERAL CREDIT UNION
West Town Shopping Center
3830 Washington Road
Martinez, GA 30907
(803) 202-4226

SUNTRUST BANK
P.O. Box 927
Augusta, GA 30903
(706) 821-2000

WACHOVIA BANK
3645 Wheeler Road
Augusta, GA 30909
(706) 650-6661

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(Augusta Mall)
3450 Wrightsboro Road
Augusta, GA 30909
(706) 481-0600

J.C. PENNEY CO. INC.
(Augusta Mall)
3450 Wrightsboro Road
Augusta, GA 30909
(706) 736-1201

K-MART
1647 Gordon Highway
Augusta, GA 30906
(706) 733-2292

K-MART
3830 Washington Road
Martinez, GA 30907
(706) 860-0415

MACY'S
(Augusta Mall)
3450 Wrightsboro Road
Augusta, GA 30909
(706) 731-5020

SAM'S CLUB
596 Bobby Jones Expressway
Martinez, GA 30907
(706) 863-7846

SEARS ROEBUCK AND CO.
(Augusta Mall)
3450-B Wrightsboro Road
Augusta, GA 30909
(706) 731-8200

STEIN MART
2834 Washington Road, Ste. Q1
Augusta, GA 30901
(706) 736-9650

TARGET STORES
235 Robert C. Daniel Jr. Pwy
Augusta, GA 30904
(706) 667-6368

TARGET STORES
4223 Washington Road
Evans, GA 30809
(706) 210-8591

WAL-MART
596 Bobby Jones Expressway
Martinez, GA 30907
(706) 860-0170

WAL-MART SUPERCENTER
3209 Deans Bridge Road
Augusta, GA 30906
(706) 792-9323

WAL-MART SUPERCENTER
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Evans, GA 30809
(706) 854-9821

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500 Fury's Ferry Road, Martinez	(706) 863-0975
1631 Gordon Highway	(706) 733-4003
3457 Peach Orchard Road	(706) 560-1075
2512 Tobacco Road, Hephzibah	(706) 790-0917
2803 Wrightsboro Road	(706) 733-3355

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2115 Windsor Spring Road	(706) 560-1358
3602 Windsor Spring Road, Hephzibah	(706) 796-3702
3246 Wrightsboro Road	(706) 737-5646
2525 Washington Road	(706) 738-9152
135 Market Plaza Drive, North Augusta	(803) 278-2721
3722 Mike Padgett Highway	(706) 560-2184
4098 Old Petersburg Road, Martinez	(706) 210-8202
806 Lewiston Road, Grovetown	(706) 869-1032

KROGER COMPANY

4115 Columbia Road, Martinez	(706) 863-9635
3128 Deans Bridge Road	(706) 790-6077
2801 Washington Road	(706) 736-1414
3435 Wrightsboro Road	(706) 733-6811
501 15 th Street	(706) 724-1919
4355 Washington Road	(706) 868-4510
406 E Martintown Road, North Augusta	(803) 278-4363
229 Fury's Ferry Road	(706) 855-0331

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4274 Washington Road, Evans (Evans Towne Center)	(706) 650-5040
403 Fury's Ferry Road, Martinez (Fury's Ferry Plaza)	(706) 650-3360
2816 Washington Road, Augusta (National Plaza)	(706) 731-5200
334 E Martintown Road, North Augusta (North Augusta Plaza)	(803) 441-3900

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(803) 593-9231
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AUGUSTA STATE UNIVERSITY

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Augusta, GA 30904
(706) 737-1763 **Job line:** (706) 737-1779
www.aug.edu

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Augusta, GA 30906
(706) 771-4000
www.augusta.tec.ga.us

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www.brenau.edu

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21606 Barnes Avenue
Fort Gordon, GA 30905
(706) 798-5739
www.cmich.edu

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Fort Gordon, GA 30905
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Martinez Campus
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Martinez, GA 30907
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Fort Gordon, GA 30905
(706) 793-8577
www.gmc.cc.ga.us

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Augusta, GA 30901
(706) 721-0211
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1235 15th Street
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(706) 793-2030

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Fort Gordon, GA 30905
(706) 790-9881
www.siu.edu

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Augusta, GA 30909
(706) 210-3800
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Fort Gordon, GA 30905
(706) 772-2717

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North Augusta Tel. No. (803) 278-1967
www.usca.sc.edu

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(706) 724-0851
www.augustachronicle.com/staff/jobs.html

AUGUSTA CHRONICLE (THE)

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Aiken, SC 29801
(803) 279-6895

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www.augustaparent.com

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www.northaugustastar.com

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Waynesboro, GA 30830
Augusta Tel. No.: (706) 724-2122
www.gordon.army.mil/pao/signal.htm

WEBSITES MILITARY SPOUSES

Military Spouse
www.MilSpouse.com

Military Spouse Job Search
www.militaryspousejobsearch.org

Military Spouse Virtual Service Provider (MSVSP) beta site at:
http://www.staffcentrix.com/MSVSP/ms_home.htm

Results of the Virtual Assisting Work Practices & Fee Survey - 2001
http://www.staffcentrix.com/2001_surveyreport.htm

U.S. Department of State
<http://www.state.gov/employment/>