

***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

May 10, 2000

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
- Maintain 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 include 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

1234 Walton Way
Augusta, GA 30907

June 19, 2001

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**

ADECCO EMPLOYMENT SERVICES

2623 Washington Road, Suite A 102
Augusta, GA 30904
(706) 737-9177
www.adecco.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
www.jobshopstaffing.com

CAREER PERSONNEL

821 Broad Street
Augusta, GA 30901
(706) 722-1265
www.careerpersonnel.com

GEORGIA PERSONNEL

1143 Laney-Walker Boulevard
Augusta, GA 30901
(706) 722-4222

GLOBAL EMPLOYMENT SOLUTIONS, INC.

4434 Columbia Road, Suite 202
Martinez, GA 30907
(706) 262-6000

KELLY SERVICES

3540 Wheeler Road, Suite 605
Augusta, GA 30909
(706) 738-8806
www.kellyservices.com

MANPOWER TEMPORARY SERVICES

1206 Greene Street
Augusta, GA 30901
(706) 722-1511
www.manpower.com

MAU, INC.

501 Greene Street
Augusta, GA 30901
(706) 724-8367
www.mau.com

NORRELL STAFFING SERVICES

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

OLSTEN STAFFING SERVICES

519 C Pleasant Home Road, Suite C-3
Augusta, GA 30907
(706) 210-8001

SIZEMORE PERSONNEL

1369 Reynolds Street
Augusta, GA 30901
(706) 724-5629

SPHERION WORKFORCE ARCHITECTS

(formerly INTERIM)
621 NW Frontage Road, Suite 170
Augusta, GA 30907
(706) 868-0911
www.spherion.com

STAFF 2000

3604B Wheeler Road
Augusta, GA 30909
(706) 651-0636
www.staff2k.net

TANDEM STAFFING

Holly Hill Plaza
2321 Peach Orchard Road
Augusta, GA 30906
(706) 798-5860

TROJAN LABOR

1961 Kissingbower Road
Augusta, GA 30904
(706) 736-6199

**PUBLIC AGENCIES
AUGUSTA, GEORGIA**

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

Building 28320 Lane Avenue
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 367
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.co.richmond.ga.us/humanresources

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.co.columbia.ga.us

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.richmond.k12.ga.us

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

**FORT GORDON
CONTRACTORS & SUBCONTRACTORS**

COMPUTER/TELECOMMUNICATIONS

EER SYSTEMS

Room 405 Signal Towers
PO Box 7127
Fort Gordon, GA 30909
(706) 791-4102
Fax (706) 796-0343
E-mail: eersystems@gordon.army.mil

GENERAL DYNAMICS

ATTN: Human Resources
P.O. Box 7677
Fort Gordon, GA 30905

**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 Communications
Support.
www.itac.com

JANUS

Mr. Walton Zimmerman
(706) 791-0723
E-mail: walton.zimmerman@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
(706) 228-3258

TAMSCO

Mr. Frank Stein
Bldg. 29808, Room 605
Ft. Gordon, GA 30905-5735
(706) 790-8880
Fax: (706) 790-8466
www.tamsco.com

OTHER CONTRACTORS/MEDICAL

ACE MAINTENANCE

Eisenhower Med Ctr (11th Floor)
Ft Gordon, GA 30905
(706) 790-8146
(housekeeping, hospital)

DYLANTIC

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

JOHNSON CONTROLS

Apply at Georgia Department of Labor
601 Greene Street
Augusta, GA 30901
(706) 721-3131
(maintenance, transportation, laundry,
roads & grounds)

R&H COMMERCIAL CLEANING SERVICE

ATTN: Mr. Hernandez
P.O. Box 7692
Augusta, GA 30905
(housekeeping, child care facilities)

RONLYN FOOD SERVICE

ATTN: Sabie Davis, Personnel Officer
Bldg. 39801, Academic Drive
Ft Gordon, GA 30905
(706) 791-7723
Apply on Tues & Thurs, 10 a.m. - 2 p.m.

RTS MEDICAL

14th Street, Bldg. 13401
Fort Gordon, GA 30905
(706) 791-7999
Fax: (706) 791-7049
(instructors, trainers, biomedical, motor pool)

STERLING MEDICAL (DDEAMC)

Michele Cole/Linda Spences
(706) 231-2008
(803) 648-8880
(medical specialties, clerical)
(803) 648-8906 (fax)
(803) 648-8879 (fax)
E-mail: mcole@sterlingmedcorp.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, LASCHOBER & 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

GENERAL PHYSICS

1991 S Centennial Avenue
Aiken, SC 29803
(803) 649-0515

TWO STATE / THOMSON ROOFING

2292 Washington Road
Thomson, GA 30824
(706) 724-1605

AUGUSTA AREA HOSPITALS

EAST CENTRAL GEORGIA FACILITY SYSTEM (ECGFS)

Georgia Regional Hospital at Augusta Gracewood State School and Hospital

Human Resources
3405 Mike Padgett Highway
Augusta, GA 30906
(706) 792-7012

www.augustareg.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

ST. JOSEPH HOSPITAL

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

2309 Shadowood Drive
Augusta, GA 30906
(706) 790-9733

**CSRA SECURITY & INVESTIGATION
SERVICE INC.**

360 Bay Street
Augusta, GA 30901
(706) 722-3475

**HORIZON INVESTIGATION & SECURITY
CONSULTANTS**

2045 Gordon Highway
Augusta, GA 30909
(706) 731-9110

LIBERTY SECURITY

903 Broad Street
Augusta, GA 30901
(706) 722-5151

REGENT SECURITY SERVICES INC.

2602 Commons BLVD
Augusta, GA 30909
(706) 738-3113

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

**AUGUSTA-RICHMOND COUNTY SHERIFF'S
DEPARTMENT**

2559 Washington Road
Augusta, GA 30904
(706) 821-1000

COLUMBIA COUNTY SHERIFF'S DEPT

2273 County Camp Road
Appling, GA 30802
(706) 541-3979

HARLEM CITY POLICE DEPARTMENT

180 N Louisville Street
Augusta, GA 30814
(706) 556-6262

POLICE DEPARTMENT

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

RICHMOND COUNTY MARSHALL

530 Greene Street # 704
Augusta, GA 30911
(706) 821-2368

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**

ANNE MARIA REHAB & NURSING CENTER

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

AUGUSTA GARDENS

3725 Wheeler Road
Augusta, GA 30903
(706) 868-6500

BEVERLY HEALTHCARE - WINDERMERE

3618 J. Dewey Gray Circle
Augusta, GA 30909
(706) 860-7572

**BEVERLY MANOR CONVALESCENT
CENTER**

1600 Anthony Road
Augusta, GA 30904
(706) 738-3301

BLAIR HOUSE NURSING & REHAB CENTER

2541 Milledgeville Road
Augusta, GA 30904
(706) 738-2581

**BRANDON WILDE
LIFE CARE COMMUNITY**

4275 Owens Road
Evans, GA 30809
Job Line: (706) 854-3500

CROTHALL HEALTHCARE

1200 Talisman Drive
North Augusta, SC 29841
(803) 819-3318

DAVANT PLACE

112 Davant Street
Martinez, GA 30907
(706) 860-5509

FOREST LAKE HEALTH CARE

409 Pleasant Home Road
Augusta, GA 30917
(706) 863-6030

GEORGIA WAR VETERAN NURSING HOME

1101 15th Street
Augusta, GA 30901
(706) 721-2531

HAMMOND HOUSE

128 Walnut Lane
North Augusta, SC 29860
(803) 441-8441

JENNINGS HEALTH CARE INC.

3235 Deans Bridge Road
Augusta, GA 30906
(706) 798-1430

KENTWOOD

1227 W Wheeler Parkway
Augusta, GA 30909
(706) 863-1188

LAKE CROSSING HEALTH CENTER

6698 Washington Road
Appling, GA 30802
(706) 541-0462

MAGNOLIA HILL OF AUGUSTA

2122 Cumming Road
Augusta, GA 30904
(706) 737-8258

MATTIE C. HALL HEALTH CARE CENTER

830 Laurens Street NW
Aiken, SC 29801
(803) 649-6264

NHC HEALTHCARE AND REHAB

350 Austin Graybill Road
North Augusta, SC 29841
(803) 278-4272

**SALEM NURSING & REHAB CENTER OF
AUGUSTA**

2021 Scott Road
Augusta, GA 30906
(706) 793-1057

SPICE OF LIFE PERSONAL CARE HOME

1458 Mills Street
Augusta, GA 30901
(706) 724-7689

ST JOSEPH HOME HEALTH CARE

1513 Winter Street
Augusta, GA 30904
(706) 738-9000

UNIVERSITY HOSPITAL TRANSITIONAL CARE UNIT
1350 Walton Way
Augusta, GA 30901
(706) 774-2375

WESTWOOD
561 University Drive
Evans, GA 30809
(706) 863-7514

WESTLAKE MANOR HEALTH CARE CENTER
820 Stevens Creek Road
Martinez, GA 30909
(706) 860-6622

OTHERS

ARMY & AIR FORCE EXCHANGE SERVICE (AAFES)
Human Resources
Building 35200 (PXtra)
Fort Gordon, GA 30905
(706) 793-0440
Applications accepted Tues & Thurs 9 a.m. - 3 p.m.
www.aafes.com

AUGUSTA METROPOLITAN CONVENTION & VISITORS BUREAU
1450 Greene Street
Augusta, GA 30901
(706) 823-6600 or (800) 726-0243
Fax: (706) 823-6609
www.augustaga.org

AUGUSTA METRO CHAMBER OF COMMERCE
P.O. Box 1837
Augusta, GA 30903
(706) 821-1300
Fax: (706) 821-1330
www.augustagausa.com

CITY OF AUGUSTA
Human Resources
530 Greene Street, 6th floor (Municipal Bldg.)
Augusta, GA 30911
Job Line: (706) 821-2305
Applications accepted Tues & Thurs 9 am-4 pm
www.co.richmond.ga.us

COLUMBIA CO CHAMBER OF COMMERCE
Development Authority of Columbia County
4424 Evans to Locks Road
Evans, GA 30809
(706) 651-0018
Fax: (706) 651-0023
www.co.columbia.ga.us

CUMBERLAND VILLAGE LIVING COMMUNITY
3335 Wise Creek Lane
Aiken, SC 29801
(803) 643-0073

LOOMIS, FARGO & CO
490 Bay Street; P.O. Box 1645
Augusta, GA 30903
Fax: (706) 722-1582

NORTH AUGUSTA CHAMBER OF COMMERCE
302 Georgia Avenue
North Augusta, SC 29841
(803) 279-2323
www.northaugusta.net/chamber

RADISSON RIVERFRONT HOTEL
2 10th Street
Augusta, GA 30901
Job Line: (706) 722-8900 ext. 6654

UNITED CEREBRAL PALSY OF GEORGIA
Page Bill Kay at 1-800-754-4206

SOCIAL SECURITY ADMINISTRATION
2050 Walton Way, Suite 101
Augusta, GA 30904
(706) 731-0685 or (800) 772-1213
www.ssa.gov

**AUGUSTA AREA
BANKING / CREDIT UNION FACILITIES**

**AUGUSTA INDUSTRIAL
FEDERAL CREDIT UNION**

2338 Lumpkin Road
Augusta, GA 30906
(706) 796-8140

**AUGUSTA SEABOARD SYSTEM
FEDERAL CREDIT UNION**

3636 Wheeler Road
Augusta, GA 30909
(706) 650-9200

**AUGUSTA VAH FEDERAL CREDIT UNION
CSRA**

1 Freedom Way
Augusta, GA 30904
(706) 738-5260

BANK OF AMERICA

709 Broad Street
Augusta, GA 30903
(706) 828-8322

CSRA FEDERAL CREDIT UNION

3749 Wheeler Road
Augusta, GA 30909
(706) 868-2200

FIRST BANK

Daniel Village Office
2805 Wrightsboro Road
Augusta, GA 30909
(706) 736-2100

FIRST NATIONAL BANK & TRUST CO.

4226 Columbia Road
Martinez, GA 30907
(706) 651-9921

FIRST UNION NATIONAL BANK

699 Broad Street
Augusta, GA 30901
(706) 823-2585

FORT GORDON FEDERAL CREDIT UNION

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

GEORGIA BANK & TRUST COMPANY

3515 Wheeler Road
Augusta, GA 30909
(706) 738-6990

GRACEWOOD FEDERAL CREDIT UNION

2048 Tobacco Road
Gracewood, GA 30812
(706) 790-1776

METRO ONE FEDERAL CREDIT UNION

4115 Columbia Road
Martinez, GA 3090
(706) 869-0065

REGIONS BANK

4129 Columbia Road
Martinez, GA 30917
(706) 868-2262

SAVANNAH RIVER PLANT CREDIT UNION

P.O. Box 6730
North Augusta, SC 29861

SECURITY FEDERAL BANK

315 E Martintown Road
North Augusta, SC 29841
(803) 442-2104

SOUTHTRUST BANK

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) 650-7050

**AUGUSTA AREA
MAJOR DEPARTMENT STORES**

DILLARD'S

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

DILLARD'S

(National Hills Shopping Center)
2701 Washington Road
Augusta, GA 30909
(706) 738-3341

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) 731-5985

MANSOUR'S

2115 Kings Way
Augusta, GA 30904
(706) 731-0014

RICH'S

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

ROSES STORES INC.

(Columbia Square)
4020 Washington Road
Martinez, GA 30907
(706) 863-4010

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

SERVICE MERCHANDISE

3435 Wrightsboro Road
Augusta, GA 30909
(706) 733-8499

TARGET STORES

3658 Walton Way Extension
Augusta, GA 30904
(706) 667-6368

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

**AUGUSTA AREA
MAJOR GROCERY STORES**

BI-LO INC.

596-G Bobby Jones Expressway	(706) 855-9099
4480 Columbia Road, Martinez	(706) 860-2317
3355 Deans Bridge Road	(706) 796-7916
111 Edgefield Road, North Augusta	(803) 279-1190
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
3449 Peach Orchard Road	(706) 796-8529

FOOD LION INC.

365 Belair Road, Martinez	(706) 868-6806
1758 Gordon Highway	(706) 738-1170
2115 Windsor Spring Road	(706) 560-1358
3602 Windsor Spring Road, Hephzibah	(706) 796-3702
3246 Wrightsboro Road	(706) 737-5646
3830 Washington Road	(706) 860-0818
2525 Washington Road	(706) 738-9152
1743 Georgia Avenue, 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

82 University Parkway NW, Aiken	(803) 648-2425
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

PUBLIX

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

WINN-DIXIE FOOD STORES INC

4487 Columbia Road, Martinez	(706) 863-6881
366 Fury's Ferry Road, Martinez	(706) 855-6383
207 Robert C. Daniel Jr. Parkway	(706) 737-0170
401 W Martintown Road, North Augusta	(803) 279-6285
1765 Gordon Highway	(706) 737-0187
135 Market Plaza Drive	(706) 279-9121

**FORT GORDON / AUGUSTA AREA
COLLEGES AND TECHNICAL SCHOOLS**

AIKEN TECHNICAL COLLEGE

P.O. Box Drawer 696
Aiken, SC 29802
(803) 593-9231
www.aik.tec.sc.us

AUGUSTA STATE UNIVERSITY

2500 Walton Way
Augusta, GA 30904
(706) 737-1400
www.aug.edu

AUGUSTA TECHNICAL COLLEGE

3116 Deans Bridge Road
Augusta, GA 30906
(706) 771-4000
www.augusta.tec.ga.us

BRENAU UNIVERSITY

21606 Barnes Avenue
Fort Gordon, GA 30905
(706) 793-7646
www.brenau.edu

CENTRAL MICHIGAN UNIVERSITY

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

EDUCATION CENTER

21606 Barnes Avenue
Fort Gordon, GA 30905
(706) 791-2000

GEORGIA MILITARY COLLEGE

Martinez Campus

115 Davis Road
Martinez, GA 30907
(706) 650-5631

Fort Gordon Campus

21606 Barnes Avenue
Fort Gordon, GA 30905
(706) 791-5159
www.gmc.cc.ga.us

KERR BUSINESS COLLEGE

Westgate Center South
2528 Center West Parkway Building A
Augusta, GA 30909
(706) 738-5046
www.kerrbusinesscollege.com

MEDICAL COLLEGE OF GEORGIA

1120 15th Street
Augusta, GA 30901
(706) 721-0211
www.mcg.edu

PAINÉ COLLEGE

1235 15th Street
Augusta, GA 30901
(706) 821-8200
www.paine.edu

PAINÉ COLLEGE RESIDENCE CENTER

21606 Barnes Avenue
Fort Gordon, GA 30905
(706) 793-2030

SOUTHERN ILLINOIS UNIVERSITY

21606 Barnes Avenue
Fort Gordon, GA 30905
(706) 790-9881
www.siu.edu

UNIVERSITY OF SOUTH CAROLINA AIKEN

471 University Parkway
Aiken, SC 29801
(803) 648-6851
North Augusta Tel. No. 278-1967
www.usca.sc.edu

**AUGUSTA AREA NEWSPAPER/
PUBLICATIONS**

AIKEN STANDARD

326 Rutland Drive
Aiken, SC 29801
(803) 648-2311
www.aikenstandard.com

AUGUSTA CHRONICLE (THE)

725 Broad Street
Augusta, GA 30901
(706) 724-0851
www.augustachronicle.com/staff/jobs.html

AUGUSTA CHRONICLE (THE)

123 Pendleton Street NW
Aiken, SC 29801
(803) 648-1394

AUGUSTA FOCUS INC.

1143 Laney Walker Boulevard
Augusta, GA 30901
(706) 724-7855 (ask for Augusta Focus)

AUGUSTA SHOPPER

3114 Augusta Tech Drive, Suite 106
Augusta, GA 30906
(706) 793-3400

COLUMBIA COUNTY NEWS-TIMES (THE)

4143 Columbia Road, Suite C
Martinez, GA 30907
(706) 863-6165

IWANTA CLASSIFIED ADVERTISING

725 E Martintown Road
North Augusta, SC 29841
(803) 279-0009
www.iwanta.net

METRO AUGUSTA PARENT

825 Russell Street
Augusta, GA 30911
(706) 261-5437
www.augustaparent.com

METRO COURIER (THE)

314 Walton Way
Augusta, GA 30901
(706) 724-6556

METROPOLITAN SPIRIT (THE)

825 Russell Street
Augusta, GA 30904
(706) 738-1142
www.metspirit.com

NORTH AUGUSTA STAR

106 Buena Vista Avenue E
North Augusta, SC 29841
(803) 279-2793
www.northaugustastar.com

RISE (THE)

2848 Deans Bridge Road
Augusta, GA 30906
(706) 792-1152

SIGNAL (THE)

601 E 6th Street
Waynesboro, GA 30830
Augusta Tel. No.: (706) 724-2122
www.gordon.army.mil/pao/signal.htm

WEBSITES MILITARY SPOUSES

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/>