



**State Representative La Shawn K. Ford**

# DAILY JOB LISTINGS



**District Office**  
4800 W Chicago Ave,  
Chicago, IL 60651  
TEL: 773-378-5902  
FAX: 773-378-5903

**Oak Park Office**  
816 S Oak Park Ave,  
Suite A  
Oak Park, IL 60304  
TEL: 708-445-FORD  
(3673)

**Springfield Office**  
239-E Stratton Office  
Building  
Springfield, IL 62706  
TEL: 217-782-5962  
FAX: 217-557-4502



## Bilingual Answering Service Representatives

24 hour answering service needing part time bilingual (English / Spanish) representatives for 2nd and 3rd shift must be available to work weekends.

Applicants must meet the following qualifications to be considered: Fluent in English / Spanish, Minimum typing speed of 40 WPM, Able to answer, screen, and transfer inbound calls in a professional and timely manner. High school diploma required or equivalent. Some college preferred. Students welcome to apply. Previous data entry, or inbound/outbound call center experience is a plus.

<b>Salary Range</b>	\$10.00 to \$10.00
<b>Job Location(s)</b>	Chicago, IL 60629
<b>Type of Employment</b>	Regular, Part-time
<b>Shift</b>	Evening, Night, Rotating
<b>Hours per Week</b>	30
<b>Overtime Available</b>	No
<b>Overtime Mandatory</b>	No
<b>Education Required</b>	High School Diploma or Equivalent
<b>Minimum Educational Functioning Level</b>	Low Adult Secondary Education
<b>Required Work Experience</b>	1 Year

<b>Contact Name</b>	Sergio Rodriguez
<b>Contact Title</b>	Manager
<b>Company Name</b>	Excel Answering Service, Inc.
<b>Fax</b>	(773) 585-2347
<b>Email</b>	<a href="mailto:contact@excelanswering-service.com">contact@excelanswering-service.com</a>
<b>Website</b>	<a href="http://www.excelanswering-service.com">www.excelanswering-service.com</a>

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## Restaurant Theatre Manager

Lead and develop staff to perform the Essential Functions of their position. Provide direct and effective supervision and guidance of theatre associates. Ensure that associates satisfy all AMC guest service standards. Ensure proper staffing in each area. Perform daily opening, closing, operational, and administrative duties.

Reinforce guest and operational focus through MBWA (Managing by Walking Around). Review financial numbers, utilizing OBI reports on a regular basis as a management tool to optimize financial results and the guest experience. Take ownership of successful completion of personal training program. Minimum Job Requirements Age 21 or older. Six months of supervisory or commensurate leadership experience. Ability to obtain any required alcohol service licenses or certifications, including T.I.P.S Certification.

<b>Job Location(s)</b>	Chicago, IL 60602
<b>Type of Employment</b>	Regular, Full-time
<b>Shift</b>	Day
<b>Hours per Week</b>	40
<b>Overtime Available</b>	No
<b>Overtime Mandatory</b>	No
<b>Education Required</b>	High School Diploma or Equivalent

<b>Contact Name</b>	Frank Sharer
<b>Contact Title</b>	Manager, Talent Acquisition
<b>Company Name</b>	AMC Theatres
<b>Website</b>	<a href="https://www.amctheatres.com/">https://www.amctheatres.com/</a>

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## Office/ Facilities Manager

Minimum five years professional experience in office/facilities management role for large office (100-200 people). Excellent judgment, problem-solving, communication and interpersonal skills including ability to work with individuals at all levels of management and maintain confidentiality. Must be self-motivated, resourceful, reliable, flexible and willing to work overtime as needed. Proven ability to prepare and manage budgets. Ability to organize, prioritize and accomplish multiple tasks. Highly proficient in Microsoft Office Suite; comfortable with technology and new software

<b>Job Location(s)</b>	Chicago, IL 60290
<b>Type of Employment</b>	Regular, Full-time
<b>Shift</b>	Day
<b>Hours per Week</b>	40
<b>Overtime Available</b>	No
<b>Overtime Mandatory</b>	No
<b>Education Required</b>	High School Diploma or Equivalent
<b>Minimum Educational Functioning Level</b>	
<b>Required Work Experience</b>	No experience

<b>Contact Name</b>	Jessica Barry
<b>Contact Title</b>	Human Resources Project Analyst
<b>Company Name</b>	M.A. GENSLER. JR & ASSOCIATES ,INC
<b>Website</b>	<a href="http://www.gensler.com">www.gensler.com</a>

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## Loss Prevention Associate

Jobs in this category are responsible for protecting company assets through activities in safety, inventory recovery and internal/external theft. Some essential duties include including assisting with reduction of loss of inventory, time, and assets, as well as monitors surveillance equipment and apprehends shoplifting suspects. Must be 18 years of age or older Equal Opportunity Employer.

<b>Job Location(s)</b>	NORTH RIVERSIDE, IL 60546
<b>Type of Employment</b>	Regular, Part-time
<b>Shift</b>	Day
<b>Hours per Week</b>	20
<b>Overtime Available</b>	No
<b>Overtime Mandatory</b>	No
<b>Education Required</b>	High School Diploma or Equivalent
<b>Minimum Educational Functioning Level</b>	
<b>Required Work Experience</b>	No experience

<b>Contact Name</b>	Frank Picha
<b>Contact Title</b>	Affirmative Action Program Man
<b>Company Name</b>	Sears, Roebuck and Co.
<b>Website</b>	<a href="http://www.sears.com">www.sears.com</a>

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## Paralegal

This person will serve two primary roles in support of the company's Corporate Solutions business. First, this person will own the Contract Management tool for Corporate Solutions, acting as the single point of contact for the tool operation and maintenance.

This person will develop an in-depth working knowledge of the tool and its contents, providing support, training and direction to other users, as well as ensuring the tool has the most up-to-date information and templates. In addition, this person provides regular reporting and develops reports in response to ad-hoc requests. Second, this person will be a paralegal in the Americas Legal Group, supporting the ethics program as well as other projects as requested for the Americas legal team.

<b>Job Location(s)</b>	Chicago, IL 60603
<b>Type of Employment</b>	Regular, Full-time
<b>Shift</b>	Day
<b>Hours per Week</b>	40
<b>Overtime Available</b>	No
<b>Overtime Mandatory</b>	No
<b>Education Required</b>	Bachelor's Degree
<b>Required Work Experience</b>	5 Years

<b>Contact Name</b>	Amber Pecora
<b>Contact Title</b>	HR Hiring Coordinator
<b>Company Name</b>	Jones Lang LaSalle
<b>Website</b>	<a href="http://www.us.ill.com/united-states/en-us/">http://www.us.ill.com/united-states/en-us/</a>

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## Property Manager

Responsible for managing a mid to large commercial property, facility or complex in an efficient and value enhancing manner that is consistent with the overall strategic plan for each property, facility or complex.

Accountable for all business, financial, and management aspects of the assigned property including preparing, implementing and adhering to the approved strategic plan, a budget for the property, developing and maintaining strong working relationships with tenants or occupants, and supervising the day-to-day activities of the engineering, maintenance and other building staff as well as contract services.

<b>Job Location(s)</b>	Rosemont, IL 60656
<b>Type of Employment</b>	Regular, Full-time
<b>Shift</b>	Day
<b>Hours per Week</b>	40
<b>Overtime Available</b>	No
<b>Overtime Mandatory</b>	No
<b>Education Required</b>	Bachelor's Degree
<b>Required Work Experience</b>	5 Years

<b>Contact Name</b>	Julie Stone
<b>Contact Title</b>	HR Manager
<b>Company Name</b>	Cushman & Wakefield National
<b>Website</b>	<a href="http://www.cushmanwakefield.com/">http://www.cushmanwakefield.com/</a>

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## CLERK IV

Job Number: CLERK-IV-2015-OEMC

Plans, assigns, supervises and inspects the work of subordinate personnel engaged in the performance of routine clerical activities; oversees the filing, storage and maintenance of departmental files; coordinates and monitors the processing of various forms and documents including applications, requisitions, vouchers, payroll requests; coordinates and prioritizes work flow; supervises the ordering, storage and distribution of supplies and equipment.

Minimum Qualifications: Two years of clerical work experience, or an equivalent combination of training and experience. Education & Employment Verification – Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying.

If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

Location: O.E.M.C. 2045 W. Washington, TMA Headquarters

Hours: 9:00am – 5:00pm, Monday – Friday

Days Off: Saturday and Sunday

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## MACHINIST

Job Number: 6674-CDOT-2016

Education & Employment Verification: Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

Under supervision, performs journey-level machinist work in the manufacturing, repair, and rebuilding of precision metal parts for the maintenance of mechanical equipment and machinery, and performs related duties as required

Successful completion of a US Department of Labor registered machinist apprenticeship training program and journeyman status; or an equivalent combination of education, training, and experience

Location: 3124 S. Sacramento

Days: Monday – Friday

Hours: 7:00 AM - 3:30 PM

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## CONSTRUCTION EQUIPMENT INSPECTOR

Job Number: 268379

**LICENSURE, CERTIFICATION, OR OTHER QUALIFICATIONS:** A valid Crane Operator's Class 1 license as issued by the City of Chicago is required at time of application (attached to the application). A valid State of Illinois driver's license is required. Must have permanent use of an automobile that is properly insured, including clause specifically insuring the City of Chicago from accident liability. **Residency Requirement:** An employee must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

**Education & Employment Verification** - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

**Location:** DEPARTMENT OF BUILDING, 2045 W. Washington Blvd.

**Shift:** Monday thru Friday

**Hours:** 8:30 AM – 4:30 PM

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## CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:  
James R. Thompson Center  
100 W. Randolph, Suite 3-300  
Chicago, IL 60601-3220  
(312) 793-3565 (voice)  
Illinois Relay Center

(800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible Schedule Testing

Check in time for tests - clerical and non-clerical is anytime between 8:00 a.m. - 1:30 p.m. (Exception for Data Processing Administrative Specialist, Data Processing Specialist, Disability Claims Adjudicator Trainee, HR Asst., HR Assoc., Insurance Analyst II, Revenue Tax Spec. Tr., Social Services Career Trainee, Telecommunicate Trainee and Dictation exams; for these titles you must arrive and be ready to test before 12:30 p.m.)

\*\*\*NOTE: A government-issued photo ID is required in order to enter the JRTC building.

GET MORE INFO: <http://work.illinois.gov/default.htm>

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## Building/Grounds Maintenance Worker

Agency: EXAM ONLY  
Salary: \$3,447.00 - \$4,491.00 monthly  
Job Type: Full-Time  
Location: 2 Counties, Illinois  
Number of Vacancies: 0  
Bid ID#: 05613

Requires knowledge, skill and mental development equivalent to the completion of high school, plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation. Requires working knowledge of construction and maintenance tools, equipment and materials. Requires elementary knowledge of one or more of the building and mechanical trades. Ability to use hand and power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner.

Requires the ability to understand and communicate effectively with co-workers and supervisors. Ability to follow oral and written instructions including blueprints and design layouts in order to successfully accomplish position responsibilities. Requires possession of an appropriate valid driver's license. Must acquire a Common Access Card issued by Dept. of Defense for computer access.

Contact the State Personnel Office at 217/761-3633; DSN 555-3633 for additional information.

Position Location: Crestwood Armory, 13838 S. Springfield Ave., Robbins, IL

Work Shift: 8:00 a.m. - 4:30 p.m., Monday-Friday

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**Job Title: Clinical Laboratory Phlebotomist**

Agency: Human Services  
Closing Date/Time: Thu. 12/31/15 5:00 PM Central Time  
Salary: \$2,845.00 - \$3,519.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: 01  
Plan/BU: RC009  
Bid ID#: 10-72-94439

Under direct supervision, performs technical phlebotomy duties for a laboratory subject to the provisions of the Illinois Clinical Laboratory Act; draws blood samples from patients; identifies and labels samples acquired; prepares samples for tests and or transportation. Requires education and experience equivalent to completion of high school, supplemented by one year's experience in the practice of phlebotomy.

Requires the ability to obtain blood samples in a calm, comforting manner from a patient who often is in an agitated, fearful state. Requires the ability to maintain equipment in a sterile environment. Requires the ability to package specimens in such a manner as to verify the safe transportation of the same.

Work Hours: 5:00 AM-1:30 PM, Monday-Friday

Work Location: Elisabeth Ludeman Center, 114 N. Orchard Drive, Park Forest, IL 60466

Agency Contact: Alice M. Chambers, Human Resources Representative Elisabeth Ludeman Center, 114 N. Orchard Drive, Park Forest, IL 60466, 708-283-3015

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**Job Title: Office Assistant - Opt 2**

Agency: Human Services  
Closing Date/Time: Wed. 12/23/15 5:00 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
\$33,384.00 - \$45,372.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-94330

Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records. Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices and ability to operate commonly used manual and automated office equipment. Requires ability to type at 35 wpm.

Work Hours: 8:30am-5:00pm

Location: Southeast FCRC, 8001 S. Cottage Grove, Chicago, IL 60643

Agency Contact: Bureau of Employee Services, Lisa Horsley, 100 South Grand Ave East, 3rd floor, Springfield, IL 62762, 217-557-0347, FAX: 217-524-2116

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**Job Title: Office Associate - Opt SS2**

Agency: Department of Labor  
Closing Date/Time: Fri. 01/01/16 11:59 PM Central Time  
Salary: \$3,001.00 - \$3,783.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 15-30015-1

Performs clerical functions or Conciliation and Mediation program staff. Types and edits a variety of letters and reports; answers telephones, provides assistance and refers call appropriate staff. Prepares, organizes and maintains a variety of files. Assigns complaints/cases to appropriate labor Conciliator and maintains Case Assignment/Case Closure databases.

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires experience in the use of personal and mainframe computer systems and the ability to operate commonly used manual and automated office equipment; requires ability to follow oral and written instructions and an elementary knowledge of agency programs, rules and regulations. Requires ability to type accurately at 45 w/p.m. Candidate must have the ability to speak and write Spanish at colloquial skill level.

8:30am to 5:00pm Monday through Friday

Location: Illinois Department of Labor, 160 N. LaSalle St., C-1300, Chicago, IL 60601

Contact: Illinois Department of Labor, Attention: Ann Pufundt, 900 South Spring Street Springfield, IL 62704, Fax (217) 782-0596

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**Job Title:** Office Clerk - Opt 1

**Agency:** Human Services  
**Salary:** \$2,694.00 - \$3,311.00 monthly  
**Job Type:** Full-Time  
**Location:** Statewide, Illinois  
**Number of Vacancies:** 1  
**Bid ID#:** A-HCD Continuous

Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff. Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work hours: 8:30 am – 5:00 pm

Location: DHS, HCD, Family Community Resource Centers Statewide

Contact: Employee Services, HCD, 100 South Grand Avenue East, 3rd floor, Springfield, IL 62762

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**Job Title:** Office Specialist - Opt

**Agency:** Children & Family Services  
**Closing Date/Time:** Mon. 12/28/15 5:00 PM Central Time  
**Salary:** \$3,240.00 - \$4,592.00 monthly  
**Job Type:** Full-Time  
**Location:** Cook County, Illinois  
**Number of Vacancies:** 1  
**Plan/BU:** RC028  
**Bid ID#:** 1560059-604223

Under general direction, performs complex, specialized paraprofessional functions involved in regulating and monitoring the adoption assistance program; completes CYCIS & SACWIS data entry; manages adoption assistance and subsidized guardianship delinquent renewal process; evaluates bills and documents; serves as liaison between vendors and parents or guardians; gathers information to resolve payment issues; prepares statistics for caseload activities; receives and assigns subsidy packets to regional staff.

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college and one year of office experience or completion of high school and three years of office experience or three years of independent business experience; requires ability to type accurately at 30 wpm; requires a valid driver's license and ability to travel.

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**Job Title:** Rehabilitation Case Coordinator I

**Agency:** Human Services

**Closing Date/Time:** Continuous

**Salary:** \$3,001.00 - \$3,783.00 monthly

**Job Type:** Full-Time

**Location:** Statewide, Illinois

**Number of Vacancies:** 1

**Plan/BU:** RC014

**Bid ID#:** 10 41 RCC NO OPT

Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office.

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Hours: 8:30-5:00pm

Location: Varies Statewide in the Div. of Rehabilitation Services

Contact: Bureau of Employee Services, 100 S. Grand Ave. East, 3rd Floor, Springfield, IL 62762

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## 10 Reasons to Consider Joining the Armed Forces

Whether you are considering the military out of a sense of Patriotism or duty, for action and adventure, or for a steady job in a depressed economy, there is something for everyone. Here are 10 reasons the military may be a good fit for you.



1. Patriotism, defending our nation, and a sense of duty. Military service is a time-honored way to serve others first. Walter Reuther is quoted as saying, "There is no greater calling than to serve your fellow men. There is no greater contribution than to help the weak. There is no greater satisfaction than to have done it well." (Source). This quote sums up what it means to serve. When you join the military, you learn the true meaning of service.



2. Jobs in a down economy. The US has experienced a difficult economy over the last few years, including high levels of unemployment, rising costs, and the outsourcing of many jobs. If you are looking for employment, consider the military, which continues to offer jobs for those who are qualified medically and academically, and who do not have an extensive criminal record.
  
3. Pay and benefits. A new second lieutenant starts at over \$36,000 a year plus full benefits, not including added monthly allowances of up to \$3,000, depending on where he or she is stationed. An enlisted person starts at around \$20,000 a year plus full benefits, not including added monthly allowances of up to \$1,500 depending on where he or she is stationed. Enlistment and re-enlistment bonuses can be over \$20,000. After serving only 3 years, some nuclear trained enlisted members in the Navy receive bonuses of \$90,000 for re-enlisting. Student loans can be relieved by up to \$65,000. The military is also one of the few places where you can get a full pension after serving 20 years or more. Military can reach 50-75% of the average of your final three years base salary. In some instances, you can receive more than 75% of your base pay in retirement.
  
4. Full medical coverage for you and your family. Military members are immediately eligible for full health care benefits for themselves and their immediate family members as soon as they enter the service, and if you stay through until retirement, you and your family can take these benefits with you when you leave the military. These health benefits extend to immediate family (e.g. spouses and children, and sometimes dependent parents). You may also be eligible for temporary military healthcare benefits after you leave the service.
  
5. Skills and training. The military provides advanced technical training in a variety of career fields and also offers opportunities for additional training when you are off-duty. Many military members are able to attend college that is often paid for by tuition assistance. You can use your training opportunities to advance within your career field, earn certifications or degrees, or prepare yourself to transition back into civilian life.



6. Leadership opportunities. Military leadership is a great way to get your resume for your next career. If you were to hire someone, would you want to hire someone with proven skills and experience and a degree, or someone right out of high school/college? Give me the experienced professional any day of the week! (More tips for creating your post-military resume).

7. Travel opportunities and vacation time. The military has installations all around the world and pays for you and your family to get there and back. Your off duty time is yours and you are free to travel and see the world. The military gives you 30 days of paid leave per year, not including weekends and federal holidays, depending on your job.

#### Benefits after Leaving the Service

8. Education opportunities after you leave the military. The new GI Bill pays veterans who served at least 36 months a monthly living stipend and full tuition to pay for college, after they leave the military. Depending on how long the service member commits, this GI Bill can be transferred to spouses and children.

9. Buy a home with no money down with a VA Loan. The Veterans Affairs office offers veterans a way to purchase a home with no money down through the VA Loan. This makes it easier to purchase a home while you are serving, or after you have left the service.

10. A military retirement is worth millions. An officer with 20 years of service, who earns over \$100,000 per year, could retire with a pension of over \$48,000 per year for life in his or her 40's and start a second career. Imagine earning over \$4000 per month for the rest of one's life, starting at age 42. This equates to an accumulative pay of \$480,000, \$960,000, \$1.4 million in 10, 20, and 30 years, respectively, in addition to having full health care coverage and an income from a second job, if desired. (Oh, and those numbers don't account for annual cost of living adjustments which increase your monthly pension).