



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



Buffer / Body man / Pain Prepper

Responsibilities: File, grind, sand and smooth filled or repaired surfaces, using power tools and hand tools. Sand body areas to be painted and cover bumpers, windows, and trim with masking tape or paper to protect them from the paint. Use of block body filler. Putty and fiber glass repairs.

Salary Range	\$15.00 to \$15.00
Job Location(s)	Burbank, IL 60459
Type of Employment	Temporary, Full-time
Shift	Day
Hours per Week	40
Overtime Available	No
Overtime Mandatory	No
Education Required	High School Diploma or Equivalent
Minimum Educational Functioning Level	High Intermediate Basic Education
Required Work Experience	3 Years
Company Name	Crown Services, Inc.
Email	chicago-burbank@crownservices.com



Manual Lathe Operator / Machinist

Responsibilities will include: Load/unload equipment. Fabrication services such as laser cutting, plating, and grooving, boring, bonder lube coating, ultrasonic testing, forming, swaging, machining and heat treating. Machine set up to specs, operation, and all necessary adjustments to stay within specs. Strong math skills are required. Must be able to comply with any background and drug screen requirements. Team collaboration & strong problem solving skills required. Must show initiative & have a respect for time & attendance policies.

Salary Range	\$12.00 to \$12.00
Job Location(s)	Burbank, IL 60459
Type of Employment	See Job Description
Shift	Day
Hours per Week	40
Overtime Available	No
Overtime Mandatory	No
Education Required	High School Diploma or Equivalent
Minimum Educational Functioning Level	High Adult Secondary Education
Required Work Experience	1 Year
Company Name	Crown Services, Inc.
Phone	(708) 229-1188
Email	chicago-burbank@crownservices.com

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CDL Driver (Commercial Driver's License Driver)

Requirements: - Minimum of 8 months experience. - Must be at least 23 years old - No more than two moving violations or accidents with the last 3 years. - Relatively clean MVR that is free of any violations for DUI's, failure to stop, speeding 25 mph or more over the speed limit, reckless/negligent driving, racing or driving on a suspended license. You will be required to provide a copy of your MVR upon application. - Must be able to comply with background and drug screen requirements.

Salary Range	\$11.50 to \$11.50
Job Location(s)	Burbank, IL 60459
Type of Employment	See Job Description
Shift	Day
Hours per Week	40
Overtime Available	No
Overtime Mandatory	No
Education Required	High School Diploma or Equivalent
Minimum Educational Functioning Level	Low Adult Secondary Education
Required Work Experience	1 Year
Preferred Career Readiness Certificate for this Job Opening	
CDL Required	Class C
Company Name	Crown Services, Inc.
Email	chicago-burbank@crownservices.com

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Systems Administrator

Technical Skills: Strong in the following: Windows 7 through 10, Active Directory including Group Policy, DNS, DHCP, Smart phones such as Android and iPhones, network printers, wireless access points, Microsoft Office Suite, Windows Server 2008R2 and up, Microsoft Exchange 2007 and up, Exchange Online (Office 365), Firewalls (desired Dell SonicWall, WatchGuard, etc.), Site to site and Remote Access VPN, Switches (Netgear, Cisco, HP), Backup Technologies (StorageCraft, Veeam, etc.), SQL Server Basic Management (backups, maintenance job setup, etc.), VMware vSphere (single host deployments at minimum). Desired familiarity with the following: Kaseya, ConnectWise, Office 365 SharePoint Online, Datto, Spam Filtering Platforms (McAfee, Reflexion).

Salary Range	\$65,000.00 to \$75,000.00
Job Location(s)	Chicago, IL 60607
Type of Employment	Regular, Full-time
Shift	No shift selected
Hours per Week	40
Overtime Available	No
Overtime Mandatory	No
Education Required	High School Diploma or Equivalent
Minimum Educational Functioning Level	
Required Work Experience	No experience
Company Name	MXOtech, Inc.
Email	nancy@industrialcouncil.com
Website	http://www.mxotech.com/about-mxo/

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Behavioral Technician - Wilmette, IL (ABA/Autism Therapy)

Position Requirements: Must be creative, energetic, and playful and have a natural ability in interacting with children. Able to follow directions, procedures, and all ethical guidelines. Good analytical/critical thinking skills with the ability to record and track therapy progress. Ability to communicate and represent self in a professional manner. Strong interpersonal skills with the ability to build and maintain relationships. Must be reliable and flexible, with a strong work ethic. Must be at least 18 years of age or older. High school diploma or equivalent.

Job Location(s)	Wilmette, IL 60091
Type of Employment	Regular, Part-time
Shift	No shift selected
Hours per Week	20
Overtime Available	No
Overtime Mandatory	No
Education Required	Some College
Required Work Experience	No experience
Contact Name	Human Resources
Contact Title	Human Resources
Company Name	Lund Van Dyke LLC Autism and Behavior Specialists
Website	http://www.Click2Apply.net/wjbtknkif



Administrative Office Assistant

Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information. Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations. Updates and maintains databases such as mailing lists, contact lists and client information. Four year college experience preferred. Associate degree + experience will be considered.

Created	October 28, 2015
Last Updated	December 22, 2015
Job Order ID Number	3269051
Job Location(s)	WHEELING, IL 60090
Type of Employment	Regular, Full-time
Shift	Day
Other Shift Schedules	No
Hours per Week	40
Overtime Available	Yes
Overtime Mandatory	No
Education Required	High School Diploma or Equivalent
Minimum Educational Functioning Level	High Adult Secondary Education
Required Work Experience	1 Year
Contact Name	BILLY LIN
Contact Title	OPERATIONS MANAGER
Company Name	VINSTON US CORP.
Email	info@vinstonus.com
Website	WWW.VINSTONUS.COM

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Painter

Qualifications

Successful completion of a US Department of Labor registered painting apprenticeship training program and journeyman status, or an equivalent combination of education, training and experience. Positions at the Chicago Department of Transportation require a valid State of Illinois driver's license.

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.

ESSENTIAL DUTIES

- Reads blueprints, specifications and work orders to assess work required and to determine most appropriate preparation and application methods to us
- Applies primer, paint, stain, varnish and other finishes to multi-surfaces such as concrete, metal, glass, wood, vinyl, sheetrock and plaster with sprayers, rollers and brushes
- Cleans and prepares surfaces to ensure paint and other finishes will adhere properly
- Fills and smooths holes, cracks, and joints with spackle, caulk and compounds
- Removes old paint from wood, brick, metal and other surfaces by stripping, sanding, wire brushing, air blasting and power washing
- Erects scaffolding and ladders to perform painting work above ground level
- Mixes latex and oil-based paints, tints primers and prepares epoxies
- Paints viaducts, crosswalks, stripes parking lots and applies street pavement markings such as stop bars, skip dashes, bike lanes and symbols, and other markings
- Loads and unloads equipment and supplies from work vehicle
- Spreads drop clothes to protect equipment and surrounding areas
- Cleans paint applicators, equipment and work sites after paint jobs are completed
- Prepares work activity reports
- Moves furnishings, equipment and other obstacles to complete paint jobs, as needed

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ADMINISTRATIVE SERVICES OFFICER I

Acts as a personnel officer, administering personnel programs and personnel processing operations, maintaining employee personnel records, and interpreting personnel policies and procedures to employees. Works with managers to coordinate the interviewing, hiring, and processing of departmental employees. Prepares and oversees the preparation and processing of personnel forms to initiate personnel actions (e.g., appointments, promotions, separations, and leaves of absence, accidents, medical and drug screens, other personnel transactions).

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Business Administration, or a directly related field, plus one year of professional Human Resources experience, or an equivalent combination of education, training and experience.

Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

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SUPERVISOR OF ELECTRICAL INSPECTORS

ESSENTIAL DUTIES: Assigns building plan reviews and field inspections to staff to ensure compliance with the electrical provisions of the municipal building code Checks building plan reviews and inspection reports prepared by staff to ensure the completeness and accuracy of findings and the appropriateness of citations issued Assists staff with complex or atypical plan reviews and code interpretations. Makes field visits to ensure the quality, completeness, and timeliness of electrical inspections. Assists in performing complex electrical inspections Prepares reports documenting inspection findings and code violations noted. Interprets and explains electrical provisions of the building code to staff, contractors, and building owners

Qualifications Successful completion of a US Department of Labor registered electrical mechanic apprenticeship training program and journeyman status, plus two years of electrical inspection work experience; or an equivalent combination of education, training, and experience

A valid State of Illinois driver's license is required. Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability.

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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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Job Title: **Lottery Regional Coordinator**
Agency: Lottery
Closing Date/Time: Mon. 12/28/15 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **LOT 11548**

Under general direction, plans, directs and supervises a staff of Lottery Sales Representatives in promoting Lottery activities, in an assigned geographical region; coordinates and administers Lottery operations and programs with a designated region of the State; provides assistance and advisory services to sales retailers; investigates and resolves problems and complaints related to accounts receivable and other accountability issues and discrepancies; monitors and analyzes sales records; compiles and prepares a variety of management reports; travels to visit business organizations and meet with sales staff.

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires three years progressively responsible professional experience in marketing, sales or a promotional field. Requires working knowledge of the State Lottery law, rules, regulations, agency policies and procedures. Requires a valid, appropriate driver's license and the ability and willingness to travel; requires automobile liability insurance coverage.

Work Hours: 8:00 A.M.– 4:30 P.M.

Work Location: Illinois Department of Lottery, Sales/Region 6, 586 Territorial Drive Unit A
Bolingbrook, IL, Cook County

Agency Contact: A & R Shared Services Center, 101 West Jefferson St. WIB Mail Code 5-110
Springfield, IL 62702, 217-558-0987, 217-782-9925 Fax

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Job Title: **Program Integrity Auditor I**
Agency: Healthcare & Family Services
Closing Date/Time: Tue. 12/29/15 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IG0638**

Under general supervision, assists senior audits in conducting on-site fiscal analysis and procedural audits of medical providers; assists in the review and evaluation of general ledgers and journals; gathers information requested by senior auditors for comprehensive audit reports; provides assistance in supplying detailed and highly sophisticated testimony utilized for administrative hearings regarding the analysis methodology used and the professional principles, concepts, and procedures involved in the conduct of reviews and review findings; contacts providers to be audited by senior auditors; confers with supervisor and senior auditors in revising audit scope; travels to various sites throughout the State to assist in conducting audits.

Requires knowledge, skill and mental development equivalent to a bachelor's degree, preferably with major coursework in accounting or business administration, requires satisfactory completion of an agency-sponsored program integrity training program; requires an appropriate valid driver's license or the ability to travel to remote sites.

Work Shift: 8:30 a.m. - 5:00 p.m.

Location: Bureau of Medicaid Integrity, 401 South Clinton, Chicago, Illinois 60607

Contact Person: Lori Hudgins, Office of Inspector General/Personnel, 2200 Churchill Road
Springfield, Illinois 62702, 217-524-5104 Office, 217-782-7969 Fax

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Job Title: **Social Service Program Planner Iv**
Agency: Children & Family Services
Closing Date/Time: Wed. 01/06/16 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **1500012-007537**

Subject to management approval, performs highly technical social services grant seeking, writing, planning and analysis; provides advice and consultation to Deputy Directors and other Executive Staff regarding available grants and grant applications; reviews and monitors to ensure that grants meet programmatic requirements of the Department; develops planning strategies relating to grants with measurable outcomes; attains grant monies for Department programs and activities; performs contract manager and program monitoring functions for assigned contracts.

Requires knowledge, skill, and mental development equivalent to completion of four years of college supplemented by a related master's degree; requires two years of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires proficiency in Microsoft Word applications; requires possession of a valid driver's license and ability to travel.

Specialized Skills: Of the previously noted years of experience, requires extensive experience in the writing and application process for private and public grants.

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Job Title: **PAYROLL & HUMAN RESOURCES DATA CONVERSION CONSULTANT**

Agency: Employment Security

Closing Date/Time: Thu. 12/24/15 5:00 PM Central Time

Salary: \$4,295.00 - \$10,500.00 monthly

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: **1**

Responsible for coordinating with Statewide ERP Program team on the conversion of legacy Payroll and Human Resource data and applications to SAP. Work closely with IDES personnel to understand both statewide and IDES specific business requirements (including federal funding and reporting) evaluate impact of configured statewide solution on IDES and assist business users as needed with both process changes and report production. Work closely with statewide ERP Program team on coordinated statewide SAP conversion and implementation efforts.

Education and Education: Bachelor's degree in Business, Accounting, Finance, Computer Science or related field; or equivalent experience. 10+ years of experience in financial, payroll and human resources technical environments that rely heavily on IMS DB/DC, COBOL, Easytrieve and VSAM. 3-5 years of experience in implementing ERP ECC solutions, preferably in the public sector

Specialized Skills: Proven analytical and problem-solving abilities. Excellent verbal and written communications skills with the ability to train others and explain complex concepts and functions to non-SAP personnel. Prior project management experience, PMI certification preferred. Ability to travel

Agency Contact: Ms. Sudi Garcia, 33 S. State Street - 8th floor, Chicago, IL 60603, Fax: 312-793-5052, sudi.garcia@illinois.gov



Job Title: **Program Integrity Auditor Trainee**
Agency: Healthcare & Family Services
Closing Date/Time: Tue. 12/29/15 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **IG0637**

Under direct supervision, participates in an Agency sponsored medical provider auditor training program of not more than twelve months duration; completes assignments of increasing difficulty to gain experience and develop auditing skills; completes assigned auditing projects to develop and refine knowledge of the tools and techniques utilized in performing medical provider audits and in drafting comprehensive audit reports; attends and participates in staff meetings and conferences; travels to various sites throughout the State to assist senior auditors in conducting audits.

Requires possession of a bachelor's degree with course work concentration in accounting or business administration; requires an appropriate valid driver's license or the ability to travel to remote sites.

Contact Person: Lori Hudgins, Office of Inspector General/Personnel, 2200 Churchill Road
Springfield, Illinois 62702, 217-524-5104 Office, 217-782-7969 Fax

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Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Wed. 12/23/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-94272**

Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process. Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

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: **Winter Technician Trainee**
Agency: Transportation
Closing Date/Time: Mon. 01/04/16 4:30 PM Central Time
Salary: \$12.00 - \$12.00 hourly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **3**
Bid ID#: **IPR#40717**

These positions provide temporary entry-level non-engineering technical support as needed in an office setting. The Technician Trainee positions are designed to equip program participants with workforce experience on a temporary basis. Duties performed range from assisting in the surveying, inspecting various construction procedures, conducting studies, analyzing data, and ensuring compliance with all Departmental Safety Rules and Regulations.

The following criteria is required:

- Must be 18 years old by December 31, 2015.

The following criteria is desired:

- Knowledge of computer software programs such as Word, Excel, Access, PowerPoint, Outlook and Publisher.
- Four years High School education
- Ability to work in a group setting
- Strong organizational, leadership and self-motivational skills.
- Ability to interact with all levels of departmental staff.
- Strong oral and written communication skills.

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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.

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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).