

YOUR NEXT STEP

Employer Directory



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AND JOB SEEKERS TOGETHER
MIDLANDS

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WE CAN HELP with the cost of training!

Enroll in the Workforce Innovation and Opportunity Act (WIOA) Program for assistance with:

- **Books, E-Books, and Training Supplies**
- **Assistance with E-learning Needs**
- **Transportation Assistance, Childcare, Uniforms, etc.**
- **Assistance with Testing and Licensure Fees**
- **Employment Opportunities while in Training**

Eligible Training Programs include but may not be limited to:

A+ Certification	Desktop & Server Administrator	Paramedic
Accounting	Emergency Medical Technician	Patient Care Technician
Automotive Technology	Heavy Equipment Operator	Plumbing
Cardiovascular Tech.	HVAC	Project Management
Computer Technician	Industrial Electronics	SC Manufacturing Certificate
Certified Medical Assistant	Industrial Mechanical	Sterile Processing Technician
Electrical Maintenance	Maintenance Tech.	Truck Driver Training
Electronic Engineering	Lean Six Sigma	Welding
CNC Operator	Medical Billing	

For further information, call: 803-978-0190.

An equal opportunity program. Auxiliary aids and services available upon request for individuals with disabilities. Telephone Relay Service 711. Stevens Amendment Statement: The Midlands Workforce Development Board offers employment and training assistance through the Workforce Innovation and Opportunity Act (WIOA). The board receives approximately \$3.1 million annually through the federal program administered by the US Department of Labor. All funding is federal. In accordance with 29 CFR 38.9 (g)(3), Limited English Proficient (LEP) individuals will receive language assistance in all communications of vital information.

Your NEXT STEPS Playbook

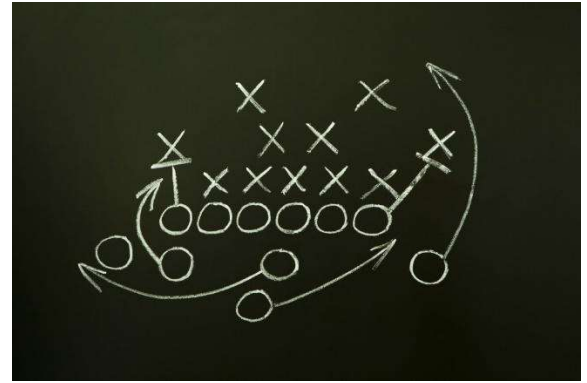
The bad news is there is no one-size-fits-all guide to finding a great job. No one will give you a roadmap to your future. The good news is you are in control.

This book is a compilation of job search and career planning tips from a range of sources in the SC Works System. *The most important part of the book is the listing of employers who actively recruit recent graduates.* Explore your options. Pay attention to those who help their workers advance.

Finding a great career is not like buying a lottery ticket. The more work you put into researching opportunities the better your odds of finding something that fits. No one knows you like you.

Getting a great job is not like buying a lottery ticket either. Even in a tight job market, employers can be picky. They select eager candidates who are willing to learn, and who follow directions. Beat the odds (and the other job seekers). Do your best.

One of the best pieces of advice about job searching is to keep a written record of every job you apply for. Write down every person who helps you. Make notes about interviews and tests.



Company/Job Position	Action Taken	Contacts	Next Step

Keep following Midlands SC Works at www.scworksmidlands.org and log on to www.jobs.scworks.org for up-to-the-minute information about opportunities. Good luck!

Strategies for Earning a Credential Debt-Free

Lower your costs – Look for a local state-funded school. You can save by living at home and by not traveling out of state for college.

- Pro Tip: Keep your grades up. Most college scholarships require at least a “B” average. Complete the FAFSA and follow the directions for other forms of aid.

Look for employers who will pay your way – Select employers who sponsor apprentices. Some offer tuition reimbursement. Some offer student loan repayment.

- Pro Tip: Use this guide to identify employers who help students.

Work to pay other expenses such as food, gas, and clothing – Working while you are in school helps support you but also helps you build your skills. Many people start their careers while working part-time.

- Pro Tip: If you are willing to take shifts/days that established workers do not want you can earn more money per hour and get a job faster.

Consider the military or guard

Explore short-term certifications – Pick up a computer certification, become an Emergency Medical Technician, or take welding skills tests. Certifications let you earn good money fast. You can continue to go to school while you work.

Check out SC Works partners such as the Workforce Innovation and Opportunity Act program, Vocational Rehabilitation, and the Department of Social Services. Sometimes specialized programs can help pay costs such as books, supplies, travel, and possibly childcare. To get started contact your local SC Works office.

SC Works offers assistance to job seekers. Please contact us at one of our centers:

County	SC Works Centers Not all centers are open every day. Book your appointment at or by calling 803-978-0190.	Adult Education contact numbers SC Dept of Ed. Call 803-734-8347	Vocational Rehabilitation contact numbers
Columbia	803-978-0190	803-343-2939/ 803-736-8787	803-896-6040
Lexington	803-359-6131	803-821-2950/ 803-739-4048/ 803-532-1012	803-896-6040
Fairfield	803-815-0627 / 803-635-2812	803-635-5835	803-896-6040

Companies that Hire High School Graduates

Company name	County	How Do You Hire?	Opportunities		
			Apprenticeship or Internships?	Tuition Reimbursement?	Work around school schedule?
1720 Professional Cutlery Sharpening Service LLC	Lexington	https://1720sharpedges.com/contact-us,Referral	No	No	Yes
Airport High School	Lexington	www.lex2.org	No	No	Yes
Alvin S. Glenn Detention Center	Richland	https://richlandonline.wd5.myworkdayjobs.com/richlandcountygovcareers	No	No	No
Applegreen	Lexington	applegreen.com	No	Yes	Yes
Ascendum Machinery Inc.	Cabarrus	https://recruiting.paylocity.com/recruiting/jobs/All/81957324-bf4b-4d2d-8113-7b6b39ff9005/Ascendum-Machinery	Yes	No	Yes
Attentive Angels Home Care	Lexington, Richland	Www.Attentiveangelshomecare.com & paper application	Yes	No	Yes
Babcock Center	Lexington/Richland	www.babcockcenter.org	No	Yes	Yes
Bald Cypress Builders LLC	Lexington	https://www.baldcypressbuilders.com/	No	No	No
BELFOR	Lexington	belfor.com	No	No	Yes
Bella Clinical Care	Lexington	https://12658.axiscare.com/	Yes	No	Yes
Bella Home Care	Lexington	https://12658.axiscare.com/	Yes	No	Yes
BGSF	Lexington	www.bgsf.com	Yes	No	Yes
Blanchard Machinery	Lexington	https://www.blanchardmachinery.com/about/careers	Yes	No	No
BlueCross BlueShield of South Carolina	Richland	www.southcarolinablues.com/careers	No	Yes	No
BOMAG Americas, Inc.	Fairfield	https://recruiting.paylocity.com/recruiting/jobs/All/72ebb92d-7021-43ae-aad3-b2ca11e79f59/BOMAG-AMERICAS-INC	Yes	Yes	Yes
Boys & Girls Clubs of The Midlands	Richland	www.begreatacademy.org	No	No	Yes
C A Johnson High School	Richland	https://www.applitrack.com/richlandone/onlineapp/	No		Yes
Canteen	Richland	https://www.canteen.com/careers/	No	Yes	Yes
Carolina Carpet Cleaning of the Midlands, Inc	Lexington	Email: carolinacarpetcleaning@gmail.com	Yes	No	Yes
Carolina Encouragement Center	Williamsburg	Cecworks.org	Yes	No	Yes
Chick-fil-A Bush River Road	Richland	https://app.higherme.com/companies/6282c6cf8d61a	No	No	Yes

China Jushi USA	Richland	In person	No	No	Yes
Christian Brothers Automotive Lexington	Lexington	https://www.cbautojobs.com/	Yes	No	Yes
City of Cayce	Lexington	https://caycesc.gov/employment.php	No	No	No
City of Columbia Parks and Recreation Department	Richland	https://columbiasc.csod.com/ux/ats/careersite/1/home?c=columbiasc	No	No	Yes
CMC	Lexington	https://jobs.cmc.com/	Yes	Yes	Yes
Coca Cola Consolidated	Richland	https://careers.cokeonena.com/consolidated	Yes	Yes	Yes
Columbia Fire Department	Richland	colafire.net	No	Yes	Yes
Columbia Urban League Inc.	Richland Lexington	https://culsc.org/contact-us/	Yes	No	Yes
Connection Workforce Development Center	Richland	www.SCCWDC.org	No	Yes	Yes
Connections Workforce Development Group	Richland	Connectionsworkforce@gmail.com	No	No	No
ConverSpace	Richland	www.theconverspace.com	No	No	Yes
Cool Care Heating, Air, Plumbing & Refrigeration	Richland	CoolCareHVAC.com	Yes	No	No
CVETS	Richland	https://cvets.net/careers/	Yes	No	Yes
D Sew Sew Good	Richland	(803) 509-4131	Yes	No	No
Day & Zimmermann	Fairfield	www.dayzimopenshop.com/jobs	Yes	No	Yes
Devro	Calhoun	https://www.devro.com/careers/	No	No	Yes
DNB Electric	Lexington	dnbelectric.com	Yes	No	Yes
Dominion Energy	Richland	https://careers.dominionenergy.com	Yes	Yes	Varies
EXCELLENCE IN HEALTHCARE	RICHLAND	1EXCELLENCEINHEALTHCARE.COM	No	No	Yes
Empowered To Win Leadership	Richland	www.empoweredtowin.com	No	No	Yes
ESS - Anderson District 1&4	Anderson	www.ess.com	No	No	Yes
ESS, LLC	Fairfield	www.ESS.com	No	Yes	Yes
Extraordinary Headhunters LLC	Richland	www.ehllcstaffing.com	Yes	Yes	Yes
Fairfield Co. Disabilities and Special Needs Board	Fairfield	Indeed.com , paper applications	No	No	Yes
Fairfield County Detention Center	Fairfield	https://www.fairfieldsc.com/job-openings/	No	No	No
FedEx Ground	Richland	Fedex.com	No	Yes	Yes
First Community Bank	Lexington	https://www.firstcommunitysc.com/careers	No	No	No
FN America LLC	Richland	www.fnamerica.com/careers	Yes	Yes	Yes

For Life Medical Transport	Lexington	803-445-2600/ patrickwharley@forlifemedicaltransportation.com	Yes	Yes	Yes
Foremost Pipeline	Calhoun	https://foremostcareers.com/	Yes	No	No
Georgia Pacific	Newberry	gp.com/careers	Yes	Yes	Yes
GoStaff Employment Solutions	Lexington	www.gostaff.net	Yes	No	No
Gregory Electric Company, Inc	Richland	https://www.gregoryelectric.com/careers/	Yes	No	Yes
Growing Home Southeast	Lexington	Growinghomese.org	No		Yes
Hacker Industries Inc.	Fairfield	Recruit	No	No	No
Healing Hands and Hearts Home Care Agency	Richland	https://www.handsandheartshomecare.com/caregiverjobsolumbia.html	No	No	Yes
Heyward Career and Technology Center	Richland	https://www.applitrack.com/richlandone/onlineapp/default.aspx?AppliTrackPostingSearch=location:%22HEYWARD+CAREER+%26+TECHNOLOGY+CENTER%22	No	Yes	Yes
HUSH No More	Richland	www.hushnomore.org	No	No	Yes
International Paper	Lexington	www.internationalpaper.com	No	Yes	No
J.C. Wilkie Construction	Lexington	https://jcwilkiellc.com	Yes	No	Yes
JAG Job's for America's Graduates	Richland	https://t.co/1ko1mc6mtR	No	No	Yes
JJE Capital Holdings LLC	Richland	www.psa.com/careers	No	No	Yes
Job Corps	Richland Lexington	Jobcorps.org	No	No	Yes
Jushi USA	Richland	https://www.jushi.com/en/	Yes		Yes
Kelly Education	Lexington	Kellyeducation.com	No	No	Yes
Labor Market Information Division at SC DEW	Richland	https://dew.sc.gov/careers	Yes		Yes
Lexington County School District One	Lexington	https://www.applitrack.com/lexington1/onlineapp/	Yes		
Lexington County School District Two	Lexington	www.lex2.org	Yes	Yes	Yes
Lexington County Sheriff's Department	Lexington	http://www.joinLCSd.com	No	No	Yes
Lexington Medical Center	Lexington	www.lexmed.com/careers	Yes	Yes	Yes
Lexington-Richland School District Five	Richland	https://www.applitrack.com/lex5/onlineapp/default.aspx	No	No	Yes
Liz Portee State Farm	Lexington	www.indeed.com , www.lizportee.com	Yes	No	Yes

Manpower	Richland	https://www.manpower.com/ManpowerUSA/career-success	No	Yes	Yes
McCrary	All SC Counties	mccraryconstruction.com	No	No	Yes
MEKRA Lang North America LLC	Fairfield	https://www.lang-mekra.com/en/careers	No	Yes	No
MERMEC Inc.	Lexington	Indeed, Facebook, LinkedIn	No	No	No
Michelin NA	Lexington	www.michelincareers.com	Yes	Yes	Yes
Mid Caroline Credit Union	Kershaw	https://www.midcarolinacu.com/careers#JoinOur-Team4	No	Yes	No
MUSC Midlands	Columbia	https://musc.career-pages.com/jobs/search	No	Yes	Yes
Nephron Pharmaceutical Corporation	Richland	Nephronpharm.com	No	Yes	Yes
New Hope Leadership Academy	Richland and Lexington	https://restorationprojectfoundation.org/contact	Yes	Yes	Yes
Nucor Building Group	Lexington, SC	Samatha, https://www.nucorbuildingsgroup.com/careers/	No	Yes	Yes
Opterra Solutions, Inc.	Lexington	https://www.opterrasolutions.com/career-opportunities/	Yes	No	No
Orangeburg-Calhoun Technical College	Orangeburg, Calhoun, Aiken, +	https://www.governmentjobs.com/careers/sc/octech	No	Yes	Yes
Owen Steel Company	Richland	Owensteel.com	Yes	No	Yes
Palmetto Citizens Federal Credit Union	Richland	www.palmettocitizens.org/careers	No	Yes	Yes
Palmetto Construction and Renovations	Richland	803-917-5755	No	No	Yes
Palmetto Corp	Richland, Lexington, Kershaw	https://palmettocorp.com/careers/	No	No	No
Palmetto State Armory	Lexington	PSA.com/careers	No	No	No
Pittsburgh Institute of Aeronautics Myrtle Beach	Horry	Indeed.com	No	No	No
Plumbing Solutions LLC	Lexington	Www.plumbingsolutionsllc.com	Yes	No	No
Postal Plus Experts	Richland	https://www.postalplusexperts.com/Contact-Us	Yes	No	Yes

Precious Jewels Medical & Health Services	Richland	www.preciousjewelsmedical.net	No	No	Yes
Presbyterian Communities of SC	USA	https://www.prescommunities.org/careers	No	No	Yes
Prisma Health	Richland	www.prismahealth.org	Yes	Yes	Yes
Prisma Health Baptist Hospital	Richland	www.prismahealth.org	Yes	Yes	Yes
Prisma Health Baptist Parkridge Hospital	Lexington	www.prismahealth.org	Yes	Yes	Yes
Prisma Health Midlands Market	Richland	www.prismahealth.org	Yes	Yes	Yes
Prisma Health Richland Hospital	Richland	www.prismahealth.org	Yes	Yes	Yes
Prisma Health-MedEx Academy Pipeline Program	Greenville	https://academics.prismahealth.org/academics/education/medex-academy/pipeline-partners-and-supporters	Yes	Yes	Yes
Professional Printers	Lexington	https://www.proprinters.com/about-us	Yes	No	No
Prologistix	Fairfield	www.prologistix.com	No	No	No
Ramada	Richland	800-854-9517	No	No	No
Recruiting Solutions	Richland, Lexington, Midlands of SC	recruitingsolutionsonline.com	No	No	No
Richland Library	Richland	https://www.richlandlibrary.com/work-with-us		No	Yes
Richland County Recreation Commission	Richland	https://richlandcountyrecreation.com/contact-us/	Yes	Yes	Yes
Richland School District One	Richland	www.richlandone.org	No	Yes	Yes
Richland School District Two	Richland	www.richland2.org/jointheteam	No	No	Yes
Ritedose Corporation	Richland	https://ritedose.com/careers/	No	Yes	No
Riverbanks Zoo & Garden	Richland and Lexington	https://www.riverbanks.org/join-our-team/	No	No	Yes
Rytech of the Midlands	Richland	https://columbia-sc.rytechinc.com/about-us/careers/	No	No	No
Ryder Tech	Richland	www.ryder.com	Yes	Yes	Yes
Sacon Commercial Construction	Kershaw	www.sacon.us or shannonlancaaster@sacon.us	Yes	No	Yes

SAFE Federal Credit Union	Richland	safefed.org/careers	No	Yes	Yes
SC Automobile Dealers Association	Richland	www.scautotech.org	Yes	Yes	Yes
Scout Motors Inc.	Richland	https://www.scoutmotors.com/	No	No	No
Skills Employment, LLC	Kershaw	https://www.skills-sc.com/	No	No	No
Snipes Electric Co, INC	RICHLAND	803-252-4140	Yes	No	Yes
South Carolina Army National Guard	Aiken, Lexington, Richland, Kershaw	https://jobs.nationalguard.com/	No	Yes	Yes
SC Department of Social Services	Richland, Lexington, +	careers.sc.gov	Yes	Yes	No
SC Dept. of Parks, Recreation and Tourism	Richland	https://www.governmentjobs.com/careers/sc/prt	Yes	No	No
South Carolina Department of Motor Vehicles	All Counties	careers.sc.gov	Yes	No	No
South Carolina Rural Water Association	Statewide	www.scrwa.org	Yes	No	Yes
South Carolina Student Loan Corp.	Richland	scstudentloan.org	No	Yes	Yes
SC Department of Disabilities and Special Needs	Richland	joinddsn.sc.gov	Yes	No	No
Sc Dept. of Juvenile Justice	Richland	https://djj.sc.gov/JoinTeamDJJ	Yes	No	Yes
South Carolina Department of Parks, Recreation and Tourism	Richland	https://www.scpvt.com/about/employment	Yes	No	Yes
South Carolina ETV and Public Radio	Richland	sc.gov	Yes	Yes	Yes
Snelling Staffing Services	Lexington, Richland, Fairfield, +	www.snelling.com/midlands	Yes	No	Yes
Spratlin Electric Contracting	Lexington	spratlinelectric.com	Yes	No	Yes
TeachSC	Statewide	https://bit.ly/TeachSCApprenticeshipHS	Yes	Yes	Yes
Terminix Service Inc.	Richland	https://www.workforterminix.com/	No	No	No
Training Concepts	Lexington	https://trainingconcepts.com/	Yes	No	Yes

The Budd Group	Richland, Lexington	Buddgroup.com	No	No	Yes
The City of Columbia	Richland	www.columbiasc.gov	Yes	Yes	Yes
The Food Academy	Richland	https://thefoodacademy.weebly.com/contact.html	Yes	No	Yes
The Marwin Company	Lexington	Marwincompany.com	No	No	No
Training Concepts	Richland	https://trainingconcepts.com/	Yes	Yes	Yes
TRC Talent Solutions	Richland	www.trctalent.com	No	No	No
Truck Driver Institute	Chester	Drivebigtrucks.com	No	No	No
United Infrastructure Group (UIG), Inc.	Richland, Lexington, +	https://uig.net	Yes	Yes	Yes
UPS	Lexington	www.jobs-ups.com	No	No	Yes
United Way of the Midlands	Richland	Mrc@uway.org	No	No	Yes
W C Manufacturing & Specialty Co	Lexington	https://www.wesco-trailers.com/contact.html	No	No	No
Walker White Inc	Richland	www.walkerwhitemechanical.com	Yes	No	No
W.B. Guimarin & Co., Inc.	South Carolina	www.wbguimarin.com	Yes	No	Yes
W.O. Blackstone & Co., Inc.	Richland	https://www.woblackstone.com/jobs & In person.	Yes	Yes	Yes
W.P. Law, Inc.	Lexington	https://wplawinc.com/about/careers	No	No	Yes
Westinghouse Electric Company	Richland	Westinghousenuclear.com/careers/	No	Yes	No
Woodforest National Bank	All SC Counties	www.woodforest.com/careers	No	No	Yes
WP Rawl	Lexington	www.rawl.net	Yes	Yes	No
Young At Heart Home Care Services	Richland	803-868-7625	No	No	Yes
Zeus Inc	Orangeburg	www.zeusinc.com	No	Yes	No

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Leverage AI for Career Discovery

Artificial Intelligence (AI) has transformed job searching by offering smart tools that match candidates with roles based on skills, interests, and experience. Here's how you can use AI effectively:

- **AI-Powered Job Platforms:** Use platforms like LinkedIn, Indeed, and SCWOS, and utilize AI to recommend jobs based on your profile and activity.
- **Resume and Cover Letter Builders:** Tools like ChatGPT and Resume.io analyze job descriptions and optimize your documents for Applicant Tracking Systems (ATS).
- **Career Exploration Tools:** AI-based platforms such as MyNextMove and TransfrVR Trek help identify career paths based on your strengths and interests.
- **Interview Preparation:** AI tools like ChatGPT and Interview Buddy provide mock interviews and feedback to improve your responses.

Master Keyword Optimization

Employers use ATS to filter resumes based on relevant keywords. To increase your chances of landing interviews, follow these keyword optimization strategies:

- **Analyze Job Descriptions:** Identify key terms related to skills, qualifications, and industry jargon.
- **Use Keywords Naturally:** Integrate relevant keywords into your resume, LinkedIn profile, and cover letter.
- **Tailor Each Application:** Customize your resume and online profiles to align with specific job postings.
- **Leverage LinkedIn SEO:** Optimize your profile headline, summary, and skills section with industry-specific terms to improve visibility.

Steps to Success

1. **Identify Desired Roles:** Use AI career tools to explore potential jobs.
2. **Optimize Your Resume & Profile:** Incorporate industry-relevant keywords.
3. **Leverage AI for Applications:** Use AI-driven platforms to streamline job searches and application processes.
4. **Prepare with AI:** Practice interviews and refine responses using AI tools.

10 Steps of a Job Search

<https://scworks.org/jobseeker/find-job/ten-steps-job-search>

Resume/Cover Letter Development & Interview

<https://scworks.org/jobseeker/find-job/resume-and-cover-letter-development>

Your resume is what helps set you apart from other applicants. Generally, there are no rules to be followed when formatting your resume, but rather certain information that needs to be included like your work skills and past experiences that qualify you for the position that you are applying for.

Some general guidelines to follow when writing your resume include:

- Place your name at the top of the page on its own line.
- Include a professional email address that you check often.
- Provide position titles and descriptions.
- Tailor your resume so that it is appropriate for the position that you are applying for.

A cover letter is your first impression with an employer and provides you with an opportunity to direct attention to specific parts of your resume that relate to the job opening.

Interviewing Tips: Preparing to Meet Your Next Employer

The purpose of an interview is to sell yourself to your potential new employer. Here are a few tips to help guide you through an interview.

Do your homework

- Google the company's website. Find out the product/service, locations, and unique facts.

First Impressions

- Make sure to dress for success. If you need assistance with organizations or resources for interview outfits, a representative in the SC Works Center can help with recommendations depending on the company.

Practice Makes Perfect

- The best way to prepare for an interview is to role-play. Grab a friend or relative and have them play the interview.
- Make sure to answer questions thoroughly – not just a yes or no response.
- However, make sure not to ramble on and on. Answer the question completely but be concise.
- To ace an interview, brainstorm your responses– making sure your answers truly reflect you and are related to the job you want, and then rehearse them again and again. You need short, honest, and to-the-point answers.
- Listen to yourself as you answer. It is one thing to know an answer in your head and another to say it out loud. Does your answer make sense? Ask your helper if they have any suggestions.



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Interviewing Tips: You Should Ask Questions Too

Individuals conducting an interview will usually ask a candidate if they have any questions. You might think of specific questions about the job during the interview conversation, however, you should always have a few general questions prepared. If they invite you to ask questions, you should ask a question – it shows interest and investment in their company.

Some examples include:

- Can you tell me more about the job duties for this position?
- How would I be trained?
- How would my job success be tracked or rated?
- Can you tell me if this is a new job or why this job is open?



You also need to ask a question that will help you understand – and also convey to the hiring manager your interest in opportunities for professional growth and advancement. The impression you want to give is that you are ambitious and want to move ahead. This is a crucial question: Did the people before you leave because they could not move up within the organization, or does the vacancy exist because this position is watched for promotion opportunities?

For more tips on interviewing and following up after the interview, visit <https://scworks.org/jobseeker/find-job/how-prepare-meet-your-next-employer>



www.facebook.com/SCWorksMidlands



[SCWorksMidlands.org](https://scworks.org)

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