



Romans 8:37



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Whoever dwells in the shelter of the Most High will rest in the shadow of the Almighty, I will say of the Lord,, He is my refuge and my fortress, my God, in whom I trust. Psalms 91:1-2

Genesis Shelter

Provides shelter for homeless mothers and their newborn babies. They provide all of their needs. If you have a baby six months or younger and are homeless call **404-522-6056** or visit

Counseling Services - Counseling Services are provided to all Genesis families, emphasizing adult and family strengths, problem-solving skills, and importance of a healthy lifestyle. Masters of Counseling graduate students provide 700 hours of pro bono clinical work per year, under the supervision of the staff therapist; helping families discover their potential, identify and overcome obstacles to independence, and move out of the cycle of poverty.

Genesis After Care Program - Counseling Services are provided to all Genesis families, emphasizing adult and family strengths, problem-solving skills, and importance of a healthy lifestyle. Masters of Counseling graduate students provide 700 hours of pro bono clinical work per year, under the supervision of the staff therapist; helping families discover their potential, identify and overcome obstacles to independence, and move out of the cycle of poverty.

www.genesisanewlife.org



Calvary Refuge - Calvary Refuge, Inc. is a 501(c)(3) non-profit organization that provides emergency and transitional housing and food for homeless individuals and families in need. They provide a safe, faith-based environment for individuals and families while providing the tools to transition from homelessness to self-sufficiency with dignity and pride.

4265 Thurmond Rd • PO Box 2464 • Forest Park, Georgia 30297
404-361-5309 • www.calvaryrefuge.org



Caring Works strive to end homelessness, one person at a time, by providing access to safe, affordable housing and a full array of supportive services to include transitional housing at Hope House, permanent supportive housing at apartment complexes located throughout the community, and emergency rental assistance. They also provide therapeutic services for drug treatment as well. 96% of our clients do not return to homelessness.

321 W. Hill Street, Suite 2 • Decatur, Georgia 30030 • 404.371.1230



Hagar's House (Decatur Cooperative Ministry)

Hagar's House is an emergency night shelter and assessment center with support services for women with children. The shelter offers at least 30 nights of short-term housing and has room for up to 30 guests.

While participating in the program, families receive thorough assessment and crisis intervention, two meals per day, laundry facilities, MARTA fares, computer training opportunities, employment counseling, a support group, and referrals to other services, such as free child care, legal assistance, and health care.

Hagar's House is an emergency night shelter and assessment center with support services for women with children. The shelter offers at least 30 nights of short-term housing and has room for up to 30 guests.

If you need short-term shelter and meet the minimum eligibility requirements above, call the Hagar's House program manager at **404.370.0914** between 12:30 pm and 6:00 pm, Monday through Friday, to find out if spaces are available. If space is available, the program manager will conduct a phone screening and will let you know if Hagar's House will be able to provide the shelter and services you are seeking.

www.decaturcooperativeministry.org



Welcome House (Action Ministries)

Welcome House is a 209-unit housing development for very low-income single adults with histories of substance abuse and mental health disabilities. The safety net of services provided to residents can mean a life of independence rather than homelessness, incarceration, or constant institutional care.

Action Ministries Housing's onsite case managers will work to connect clients to individual counseling, in-house 12-step support, and other relapse prevention support groups, and will make referrals to appropriate treatment facilities for inpatient and outpatient care. By providing these services, the supportive services staff will work to prevent a return to homelessness by helping residents to maintain sobriety, better their physical health and hygiene, increase vocational skills and boost employment rates.

234 Memorial Drive SW, Atlanta, GA 30303
404 725-7300
www.actionministries.net



My Sister's House

Atlanta Mission Women's and Children's services are provided at My Sister's House, a 264 bed facility that offers overnight shelter and residential discipleship programs for homeless women and women with children.

Loving people back to the life God designed for them to live starts with providing a safe, secure environment where a woman and her children's basic needs are met. My Sister's House also provides counselors, referrals to job training programs, and help in finding housing, medical and legal resources. For hurting mothers, My Sister's House has a fully developed childcare facility staffed with a behavioral specialist and social workers.

921 Howell Mill Road, Atlanta, Georgia 30318 (404) 367-2465
www.atlantamission.org



Gateway Center www.gatewayctr.org

The Gateway Center works to end homelessness, and particularly chronic homelessness, by providing the support and framework people need to achieve self-sufficiency. Through therapeutic programs and services, the Gateway helps homeless individuals in metro Atlanta move into transitional and permanent housing.

The core mission of the Gateway Center is to provide a supportive and compassionate setting where individuals can receive the tools, programs, and services they need to end their homelessness.

No fees are required to participate in Gateway Center programs. The Gateway Center serves as a gateway to the community continuum of care, and as such, can provide information, referral, and contact – for both men and women – to drug and alcohol recovery programs, and mental care facilities throughout the region.

Program admission occurs Monday through Friday from 7:00am–4:30pm. If you are interested in a program, please come to the Client Engagement Center of the Gateway Center to complete a short assessment, and we will direct you to the appropriate partner for next steps.

Client Engagement Center- 404.215.6615; 404.215.6600
 275 Pryor St SW, Atlanta, GA 30303

Emergency Assistance

*And my God shall supply all your needs according to His riches in Glory by Christ Jesus.
Philippians 4:19*



Project Take Charge (Decatur Cooperative Ministry)

Project Take Charge is a homelessness prevention program that provides emergency assistance with rent, mortgage, utilities, and food, as well as case management and financial education. The program serves DeKalb County residents who are in danger of eviction, foreclosure, or disconnection of utility service. It also provides food through a food pantry and operates two food cooperatives to offer permanent food security to selected low-income households.

Project Take Charge is unique because it strives not only to address the immediate crisis but also to provide the knowledge and skills needed to help participants achieve long-term financial stability. Participants who receive financial assistance attend a three-part financial management class, which is designed to provide emotional support as well as better money management skills. The class discusses budgeting, coping with financial stress, reducing expenses and debt, and setting realistic financial goals.

If you need financial assistance or food and meet the minimum eligibility requirements above, call the Project Take Charge office at **404.284.4411** between 9:00 am and 5:00 pm, Monday through Friday.

www.decaturcooperativeministry.org



MIDTOWN ASSISTANCE CENTER www.midtownassistancectr.org

The Midtown Assistance Center (MAC) is a non-profit, interfaith organization whose mission is to provide emergency assistance to low income working Atlanta residents. MAC's aim is to help prevent homelessness and hunger during periods of crisis.

How MAC Helps:

- Rent assistance to prevent evictions
- Utility assistance to prevent disconnection of basic services
- Groceries for persons experiencing a temporary shortage
- Public transportation to connect clients with job interviews and new employment until the first paycheck
- Counseling and referrals to other organizations

Midtown Assistance Center

30 Porter Place

Atlanta, GA 30308

404-681-0470 (main) 404-681-0260 (fax)

For Assistance, call 404-681-5777

Monday, Thursday, Friday 9:30 AM – 12:30 PM

Tuesday, Wednesday 1:00 PM – 4:00 PM

Wednesday Evening 5:00 PM – 7:00 PM

The Atlanta Day Shelter for Women and Children

Purpose of Organization

The Atlanta Day Shelter is an ecumenical ministry that opened in 1984 to serve as a home and resource center for homeless women and children. It is a Christian organization whose basis and foundation is the love of God. The Shelter eases the burden of homelessness for women and children by providing basic and daily necessities while respecting their human dignity. Each year, the professional counselors, staff, and volunteers have helped over 6,000 women and children move towards more independent and productive lifestyles. Services include providing food, clothing, toiletries, diapers/formula, laundry/shower facilities, phones, job counseling, self-esteem classes, and child immunizations.

Address and Contact

655 Ethel Street, NW

Atlanta, GA 30318

404-876-2894

Hours: Mon-Fri 8am-4pm

Sat 8am-2pm

www.atlantadayshelter.org



Buckhead Christian Ministry is a community of neighbors bringing life-changing hope and financial stability to individuals and families in crisis. We help people in financial crisis meet their basic needs and achieve self-sufficiency by providing a continuum of services, from short-term emergency assistance to long-term and housing assistance to life-skills education, while placing special emphases on the needs of low-income workers. We offer assistance to people of all backgrounds and faiths, treating everyone who comes to our door with dignity and compassion.

Rent & Utility Assistance - BCM's financial assistance program is dedicated to forestalling eviction and utility shutoffs by providing financial assistance to individuals and families experiencing a crisis such as an illness, death in the family or job loss. BCM will pay a portion of a rent, mortgage or utility bill in order to keep people in a stable, secure environment.

New Worker Support

BCM helps newly hired workers re-enter the workforce by purchasing required uniforms and equipment, and providing transportation to work. Those looking for a job may use BCM computers to prepare resumes and access the Internet for the purpose of online job searches and applications.

DOMESTIC VIOLENCE

15 And call upon me in the day of trouble: I will deliver thee, and thou shall glorify me. Psalm 50:15, King James Version (KJV)

Women's Resource Center to End Domestic Violence

Our mission is to create a society in which domestic violence no longer exists. We strive to meet the immediate needs of the diverse community of battered women and their children by providing emergency shelter and services, while working toward changing the systems that enable violence through education and advocacy.

What is Domestic Violence?

Domestic violence is the establishment of control and fear in a relationship through physical, sexual, emotional, and/or financial abuse. Many women choose to stay in abusive relationships because they do not want their relationship to end, just the violence. Women often remain in, or return to, abusive relationships because their partners threaten to harm them and their loved ones if they attempt to leave. Commonly, women choose to leave when they become convinced that their life is at risk or that their children are in danger.

Recognizing Abuse

Does your partner...

- Call you names or use other put-downs?
- Destroy or damage your property?
- Threaten to harm you or your loved ones?
- Threaten to harm your pets?
- Insist on controlling family finances?
- Criticize your abilities as a parent?
- Become jealous of your friends and time you spend with them?
- Control the contact you have with your family and friends?
- Hit, shove, kick, grab or use other forms of physical violence towards you?
- Make unwanted advances or force you to perform sexual acts?
- Threaten to commit suicide if you leave?

Safety Tips

Have the following items hidden in a place where your partner cannot find them (in the home, in the car, at a neighbors, etc):

- \$50 or more in cash
- A small bag with clothing and personal items for you and your children
- Extra keys to the house and car
- Important phone numbers
- Change for pay phone
- A picture of your abuser
- Any important papers or medications

If you and your partner are not living together...

- Change the locks on your doors
- Learn about your legal rights
- If you have legal papers to protect you, keep them on your person at all times
- Create a safety plan for coming and going from your home and workplace and share it with your children/co-workers
- Show your neighbors and co-workers (or people you trust) a picture of your partner and tell them to call the police if he or she is seen on the property

24-Hour Hotline

If you are in an abusive relationship, or if you think that your relationship could become violent, please call Women's Resource Center's 24-hour hotline. When you call, you will speak with one of our volunteer or staff advocates. We offer support and information as you work towards the creation of a safe and peaceful life for yourself and your children.

Women's Resource Center to End Domestic Violence
(Metro-Atlanta) 404-688-9436 (www.wrcdv.org)

Georgia Domestic Violence Hotline (Outside Metro-Atlanta)
1-800-33HAVEN (334-2836)

National Domestic Violence Hotline (Outside Georgia)
1-800-799-SAFE (1-800-799-7233)



Community Welcome House

Community Welcome House serves as a transitional facility, which provides shelter for women and women with children in need of shelter due to domestic violence.

Community Welcome House
P.O Box 1631
Newnan, GA 30264
Phone: (770) 304-0966 • Fax: (770) 502-7731



HEALTHCARE

11 But if the spirit of Him that raised up Jesus from the dead in you, he that raised up Christ from the dead shall also quicken your mortal bodies by his spirit that dwells in you. Romans 8:11, (KJV)

Oakhurst Medical Center

Welcome to Oakhurst Medical Centers where we care about your health. Oakhurst is a community based, not for profit, primary health care center. We have been providing quality, affordable, culturally sensitive and accessible healthcare to the residents of DeKalb County since 1980. We are ordinary people committed to an extraordinary mission of improving the quality of life, with a special focus on the healthcare needs of the medically indigent and underinsured residents of DeKalb County and surrounding communities. Our mission is centered on healing our community one home at a time.

Oakhurst provides a complete array of primary healthcare services for all of the life cycles inclusive of Prenatal, Obstetrics, Pediatrics, Gynecology, Internal Medicine, Mental Health and eldercare.

As a Federally Qualified Community Health Center, Oakhurst accepts most insurance plans and provides services on a sliding scale for those without insurance.

Main Office (Stone Mountain Location)

5582 Memorial Drive

Stone Mountain, GA 30083 • 404 298-8998

Hours of Operation:

Monday-Thursday 10am-7:30pm; Friday: 8am - 5pm

Saturday: 10am - 2pm

Directions/MARTA Routes

Decatur Location: 1760 Candler Road

Decatur, GA 30032 • 404-286-2215

Hours of Operation: Monday - Friday: 8am -5pm

Directions/MARTA Routes

Conyers Location: 977 Taylor St. SW

Conyers, GA 30012 • 678-210-2700

Hours of Operation: Monday - Friday: 8am -5pm

Directions/ MARTA Routes

www.oakmed.org

Grady Health System

Grady improves the health of the community by providing quality, comprehensive healthcare in a compassionate, culturally competent, ethical and fiscally responsible manner. Grady maintains its commitment to the underserved of Fulton and DeKalb counties, while also providing care for residents of metro Atlanta and Georgia. Grady leads through its clinical excellence, innovative research and progressive medical education and training.

What we treat? Most Common

Burns

Cancer

Diabetes

Emergency

Heart (Cardiac)

HIV/AIDS

Mental Health

Pregnancy (OB/GYN)...

Primary Care

Senior Health

Sickle Cell Anemia...

Stroke

Trauma

Locations (Partial List)

A. Grady Memorial Hospital

80 Jesse Hill Jr. Drive SE Atlanta, GA 30303

404-616-1000

Hours: 24 hours

B. Kirk Family Medicine

1863 Memorial Drive, SE Atlanta, GA 30317

404-616-9304

Hours: Mon, Tues, Thurs & Fri 7am to 5pm and Wednesdays 10am-7pm

C. North DeKalb Health Center

3807 Clairmont Road, NE Chamblee, GA 30341

404-616-0700

Mon, Tues, Wed & Fri 8am-5pm and Thursday's 8am – 7pm



Pregnancy/Birth Control

*Trust in the Lord with all thine heart, and lean not unto thine own understanding,
Proverbs 3:5, KJV*

1. See Healthcare Section (*Oakhurst Medical Center and Grady Health System, Planned Parenthood*)
2. Planned Parenthood

Our health center supports and welcomes clients regardless of sexual orientation, gender identity, or biological sex, including but not limited to lesbian, gay, bisexual, transgender, queer, questioning, and intersex clients. All services are provided in a respectful and professional manner.

SERVICES OFFERED

Birth Control
 General Health Care
 HIV Testing
 LGBT Services
 Men's Health Care
 Morning-After Pill (Emergency Contraception)
 Pregnancy Testing & Services
 STD Testing, Treatment & Vaccines
 Women's Health Care

This Health center offers a sliding fee scale based on family size, income and student status. This is made possible in part through United Way donations that help us provide prevention services like cancer screenings, STD testing, and treatment and birth control. Abortion services are not available at this location.

Hours of Operation

Mon, Tues, Wed and Fri 8am -4:30pm • (Walk-ins are welcome)

75 Piedmont Ave. NE, Suite 800
 Atlanta, GA 30303
 P: 404.688.9300 F: 678.733.8524
www.plannedparenthood.org

BUS FARE ASSISTANCE



14 Abraham named the place Yahweh-Yireh (which means “the Lord will provide”). To this day, people still use that name as a proverb: “On the mountain of the Lord it will be provided.”

For individuals searching for employment or medical reasons.

Victory for the World Church
1170 N. Hairston Rd
Stone Mountain, GA 30083
678-476-6000

Atlanta Day Shelter for Women and Children
655 Ethel St NW
Atlanta, GA 30318
404-876-2594
Hours: Mon-Fri 8am-4pm; Sat 8am-2pm

Central Outreach and Advocacy Center
201 Washington St SW
Atlanta, GA 30303
404-659-7119
Mon-Fri 9-12:30am; Wed 2am-4pm (by appointment only)
Eligibility: For medical and work related purposes only (homeless only).

Crossroads Community Ministries
420 Courtland St Atlanta, GA 404-873-7650
Hours vary; call for details; Eligibility: must be homeless; If an individual is new to Crossroads, he/she must attend an intake session available 8:30a.m MON-FRI.

First Presbyterian Church of Atlanta
1328 Peachtree, NE
Atlanta, GA 30309
404-228-7746 Hours: 1pm – 4pm
Eligibility: Only for work that can be verified

Midtown Assistance Center
30 Porter PL NE
Atlanta, GA
404-681-5777
Hours: Mon, Thurs & 9:30am-12:30pm and Tues & Wed 5pm- 79m

Eligibility: Job search or recently hired full time job before 1st paycheck (DeKalb & Fulton Residence only). Eligibility Job Search or recently hired full time job before 1st paycheck; (DeKalb & Fulton Residence Only)



Childcare

*6 These commandments that I give you today are to be on your hearts. 7 Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.
Deuteronomy 6:6-7 New International Version (NIV)*

QUALITY CARE for CHILDREN

Our mission is simple: Ensure Georgia's infants and young children are nurtured and educated when they are not in the care of their parents.

Today, nearly 400,000 of Georgia's children under the age of six are in the care of someone other than their parents -- for as much as 10 hours a day. That number grows every year.



www.qualitycareforchildren.org
Free referrals for Daycare centers in GA

Save The Children

Save the Children invests in childhood – every day, in times of crisis and for our future. In the United States and around the world, we give children a healthy start, the opportunity to learn and protection from harm. By transforming children's lives now, we change the course of their future and ours.

www.savethechildren.org
 Guidance Center: <http://www.guidance-center.org/early-childhood>

Center for Early Childhood

The Guidance Center's Center for Early Childhood offers a variety of resources to support parents and their young children ages birth to 12 years old. Our caring staff partners with families to support the development and well-being of infants, toddlers, preschoolers, and school-aged children. The CEC develops Early Learning Initiatives to support kindergarten readiness, and nurtures and teaches children to be successful and on target in reading and math skills by third grade.

Community Resource Centers

The Guidance Center has seven Community Resource Centers (CRC) throughout the Downriver area. Community Resource Centers serve families throughout the area with resource libraries, after-school programs, adult/child playgroups, tutoring, parenting workshops and classes, youth groups and classes, and more. The Guidance Center offers CRCs conveniently located in Southgate, River Rouge, Flat Rock, Belleville, Lincoln Park, Romulus and Taylor.



Early Childhood Support Services

Early Childhood Support Services (ECSS) support families with children ages birth to five in the areas of child care, child development, special needs and parenting support through an array of services such as workshops, professional development, home visits, screening, and assessment. The ECSS department focuses on the strengths and needs of very young children and the important adults in their lives. Programs include:

- *Early Learning Community
- *Families and Schools Together (FAST)
- *Early On
- *Parents as Teachers



Great Start Readiness Program

The Guidance Center's Great Start Readiness Program (GSRP) is a high-quality preschool program for four-year-old children with factors that may place them at risk of low educational attainment.



Kids-TALK Children's Advocacy Center

The Kids-TALK Children's Advocacy Center (CAC) is a community-based program that serves children through 17 years of age, providing comprehensive treatment to suspected child victims of sexual abuse, physical abuse, neglect, or other forms of psychological trauma. The Kids-TALK CAC utilizes a multidisciplinary and collaborative approach to coordinate the investigation, assessment, treatment and prevention of child abuse in Wayne County. Services provided to children and their non-offending family members include forensic interviewing, advocacy, onsite medical evaluations, mental health services and outreach and prevention services.

If you suspect a child is being abused or neglected please contact the Department of Human Services' Centralized Intake for Abuse and Neglect immediately at 855-444-3911.

The Kids-TALK CAC partners with The Guidance Center, the Office of the Wayne County Prosecuting Attorney, the Wayne County Association of Chiefs of Police, the Wayne County Department of Human Services, Child and Family Services, the Attorney General's Office Family Court, Detroit Wayne Mental Health Authority, Children's Hospital of Michigan, Wayne State University and the medical and mental health community to reduce the trauma experienced by the child victims of suspected abuse. Together these partners make the Kids-TALK CAC a haven where abused and traumatized children receive the protection, support and treatment they need to heal.

In 2012, Wayne County Children's Protective Services substantiated 4,502 cases of physical, sexual and emotional abuse or neglect (*Kids Count in Michigan*). The rate of child abuse and neglect in the city of Detroit is nearly double the national average (*Kids Count data 2011*). Now the Kids-TALK CAC is making a difference to give children the support they need to heal. The CAC's comprehensive multidisciplinary team is dedicated to minimizing further victimization and trauma to children by coordinating collaboration among the multiple agencies involved in child abuse investigations, providing expert medical evaluations and trauma-focused mental health treatment, conducting research and preventing child abuse through community outreach and education. In 2013 the Kids-TALK CAC provided services to more than 1,630 children and their families.

There is no single source of funding for CACs, and we receive an average of 50 percent of our funding from private donors. In order to sustain the Kids-TALK CAC it is imperative that we receive financial support from individuals and organizations. To make a contribution to the Kids-TALK Children's Advocacy Center please contact Jean Wloszek at 734-785-7705 x7825 or jwloszek@guidance-center.org. Or download our wish list to see what supplies our CACs would benefit greatly from.

Kids-TALK CAC Locations

Kids-TALK Children's Advocacy Center
40 East Ferry Street
Detroit MI 48202
313-833-2970

The Guidance Center
19275 Northline
Southgate, MI 48195
734-785-7716

Grosse Pointe Park Municipal Building
15115 E. Jefferson
Grosse Pointe Park, MI 48230
313-833-2970



Multi-Agency for Children

Program Overview

MAAC's Wrap-Around is a practice model for youth diagnosed with serious mental behavioral health challenges. MAAC works with each youth and their parents, caregivers, or other people important to them to create a customized plan of action.

Effectiveness

MAAC's Wrap-Around program enjoyed a remarkable 43% success rate in 2012. During that time, 334 kids were enrolled in the Wrap-Around program, 225 were discharged, and 97 had positive outcomes. We attribute this success rate to the dedication of the youth and families in our program, the individualized care and attention each one received from their MAAC team and also to our Wrap-Around Values and Principles.

Who Is eligible For MAAC's Wrap-Around Program?

As of October 2012 referrals to the Wrap-Around program are accepted through a Care-Management Entity (CME) contract with ViewPoint Health.

How Can I Get A Child Into The Wrap-Around Program?

MAAC welcomes calls and emails regarding how to best navigate this process. To learn more, please call 404.880.9323 or contact one of the following program administrators:

Trina Jones: tjones@maac4kids.org

Erica Davis-Woods: edavis-woods@maac4kids.org

100 Edgewood Avenue, Suite 810
Atlanta, Georgia 30303

DRUG AND ALCOHOL ABUSE

9 If we confess our sins, he is faithful and just to forgive us our sins, and to cleanse us from all unrighteousness. 1 John 1:9, King James Version (KJV)



CCCG - Care and Counseling Center of Georgia

CCCG is dedicated to provide the highest quality of care. CCCG is a recognized non-profit organization offering counseling services to individuals and families in the greater Atlanta area.

DRUG AND ALCOHOL ABUSE

Our services include:

- * Counseling for individuals, couples, families, serving adults, adolescents and children
- * Haga click para los servicios de Consejería en Español
- * Addiction and Recovery Program
- * Psychological Assessments
- * Psychiatric Consultations
- Training for mental health professionals, clergy, chaplains, and those interested in counselor training
- Chaplaincy and Clinical Pastoral Education (CPE) Program

If you are looking for a safe and secure place to heal and renew your spirit, we are here to help. Our services are open to all, regardless of age, race, ethnicity, citizenship, gender identity, sexual orientation, faith, physical ability or economic background.

Contact Us: 1814 Clairmont Road
Decatur, GA 30033
(404) 636-1457; Fax: (404) 636-7449

MENTAL HEALTH

*3 Moreover [let us also be full of joy now!] let us exalt and triumph in our troubles and rejoice in our sufferings, knowing that pressure and affliction and hardship produce patient and unswerving endurance.
4 And endurance (fortitude) develops maturity of [a]character (approved faith and [b]tried integrity). And character [of this sort] produces [the habit of] [c]joyful and confident hope of eternal salvation.
5 Such hope never disappoints or deludes or shames us, for God's love has been poured out in our hearts through the Holy Spirit Who has been given to us. Romans 5:3-5 Amplified Bible (AMP)*

Emory University Psychological Center, Dept of Psychology

A component of the Department of Psychology at Emory University, the Psychological Center was established to provide psychological services for the Atlanta community. In addition, it serves as a training facility for advanced doctoral candidates in clinical psychology.

Established in 1965 and accredited by the American Psychological Association, the Center is staffed by 13 licensed Ph.D. clinical psychologists and a group of advanced level graduate student trainees. A range of diagnostic and therapeutic services is provided for emotional and educational difficulties in children, adolescents and adults. Problems addressed include the range of concerns and disorders that bring people in for treatment. They range from psychological issues related to pregnancy and childbirth, anxiety, depression, relationship problems, family and marital conflict, and child behavior problems to school-related achievement concerns, learning disabilities and attention problems. Individual, couples, family and group psychotherapy is available on a sliding fee scale ranging from \$18 to \$60 per session.

IQ, learning disability, attention deficit disorder and neuropsychological assessment services are available at a reduced fee. The charge for IQ testing is \$150. The fee for all other comprehensive testing services is \$700. Therapy and testing can also be provided by the licensed clinical psychologists on faculty. If this service is requested, standard fees are charged. To arrange for appointment or to obtain additional information, please contact Dr. Cynthia Messina, Clinic Director, at 404-727-7451.

Emory University Department of Psychology
Suite 270, PAIS Building
36 Eagle Row
Atlanta, GA 30322
Phone: 404-727-7438; FAX: 404-727-0372



Georgia State University
Georgia State University, Psychology Clinic

Programs that provide a variety of standardized tests including personality inventories, aptitude tests, intelligence tests, attitude tests, projective measures and affective tests to evaluate the psychosocial functioning of people who may be experiencing mental, emotional or social difficulties. Psychological testing may also be used in differential diagnosis to substantiate that a particular diagnosis is correct.



We provide help and assistance with a variety of problems or difficulties that you or your family and loved ones may be experiencing. As Couple and Family Therapists, we are trained to work with families, couples, and individuals from a systemic viewpoint, meaning that we consider the holistic approach to a person and relationship.

All of our supervisors and faculty members are trained clinicians with several year's experience in the field of Couple and Family Therapy. When you come to the MFTC you are benefited by this experience, in that your therapist is being supervised by a licensed clinician who has experience in treating a wide range of presenting problems.

If you are concerned as to whether or not we can help you with your situation, feel free to contact us for a consultation. Our Clinic Director would be happy to speak with you and provide information about our facility, or even help you find a referral to a facility that would be better for your situation.

Mercer Family Therapy Clinic (Atlanta Campus)
1938 Peachtree Road NW, Suite 107
Atlanta, GA 30309
Phone: (678) 547-6789; E-mail: mftcatlanta@mercer.edu



Odyssey empowers families and individuals, regardless of income, to improve their lives by offering quality trauma and prevention-focused mental health, relationship, and substance abuse counseling in the community.

SERVICES

Addiction Services

- *Adult Substance Abuse Assessment and Treatment
- *Adolescent Substance Abuse Assessment and Treatment Prevention Program
- *Sexual Addiction and Compulsivity

Crime Related Services

- *Domestic Violence
- *Children's Services
- *Trauma Recovery

Mental Health & Family Services

- *Individual Therapy
- *Family Therapy
- *Anger Management Groups for Adolescents and Adults
- *Filial Therapy
- *Pre-Marital Counseling
- *Parenting Groups
- *DBT Skills

Clinical Services

- *Licensure Supervision Group for Professional Counselors
- *Supervision & Consultation for Clinicians around Trauma, Substance Abuse, and Family Issues

Contact Us: 1919 John Wesley Avenue
College Park, GA 30337
Phone (404) 762-9190; fax (404) 762-9101



Karuna Counseling therapists are committed to holistic therapeutic approaches that respect and empower our clients. Our goal is to help each client discover and develop her or his own inner resources and capacity for healing and growth.

Karuna Counseling is committed to ensuring sensitivity to our clients on issues of cultural, racial, and sexual diversity. All of our therapists, regardless of theoretical orientation, share a deep awareness of the personal impact of culture, class, race, gender, physical ability, sexual orientation and spirituality.

As holistic practitioners we work with the entire person, honoring the mind, body, and soul. We use a respectful and collaborative approach and utilize a variety of treatment methods. These may include active listening, humor, writing, reading, role-play, and visualization. At times we may also use body-centered techniques, breathing, movement, yoga, mindfulness, meditation, EMDR (Eye Movement, Desensitization and Reprocessing), and EFT (Emotional Freedom Techniques).

Schedule an Appointment:
By Phone: 404.321.4307
By Email karuna@karunacounseling.com

1945 Mason Mill Road - Suite 100
Decatur, GA 30033
Phone: 404.321.4307
Fax: 404.321.4887

Credit Counseling/Bankruptcy

6 Do not fret or have any anxiety about anything, but in every circumstance and in everything, by prayer and petition, with thanksgiving, continue to make your wants known to God. Philippians 4:6-7 Amplified Bible



Avvo

Talk directly to a Lawyer

Advice from a top- reviewed lawyer in one affordable phone call.

How it works:

(1) Select a legal topic, (2) Pay online, (3) A lawyer calls you within 15 minutes



CredAbility now Clearpoint

Counseling: Budget & Credit, Housing and Bankruptcy

Contact Us: By phone: 800.251.2227 (CCCS);
By email: customer.service@clearpointccs.org
By mail: 270 Peachtree Street NW
Atlanta, GA 30303

(this is our corporate headquarters address)

Care One Credit Counseling (Debt Relief Services)

Debt Management Plan (DMP)

If you are struggling to keep up with your monthly credit card payments, a Debt Management Plan (DMP) with a CareOneSM service provider can help by consolidating all of your unsecured debt into a single monthly payment. We negotiate with your creditors for better repayment terms, such as lower interest rates and waived late fees, which can save you considerably each month.

Our DMP (Debt Management Plan) includes comprehensive debt counseling from certified counselors nationwide, superior customer service, and technical expertise. When you successfully complete our plan, you will have fully paid off all of the unsecured debts you started the plan with, and will be armed with the knowledge necessary to manage your finances on your own.

Debt Settlement Plan

The Debt Settlement Plan (DSP) is recommended for those who simply cannot afford the monthly payments of a Debt Management Plan, and who are looking for an alternative to bankruptcy.

Bankruptcy

Bankruptcy is usually a last resort that involves a complex legal process created by Congress to provide relief from financial distress when you can no longer pay even a portion of your debts. Our hope is that after we review your situation, we can find an alternative to bankruptcy. If bankruptcy appears to be an option that you may want to consider, you will want to talk through that process with an attorney.

General Questions

1-800-CARE123 (800-227-3123); www.careonecredit.com

CLOTHING

27 "Look at the lilies and how they grow. They don't work or make their clothing, yet Solomon in all his glory was not dressed as beautifully as they are.

28 And if God cares so wonderfully for flowers that are here today and thrown into the fire tomorrow, he will certainly care for you.

Why do you have so little faith? Luke 12:27-28 New Living Translation (NLT)

Buckhead THRIFTique is a boutique-style thrift store that offers free clothing to people in need, as well as offering affordable clothing and household items for sale to the general public. All profits from sales are used to support BCM programs.

LOCATION & HOURS

800 Miami Circle, Suite 160

Atlanta, GA 30324

(404) 365-8811

Monday – Saturday: 10 a.m. – 4 p.m.

Victory For The World Church

1170 North Hairston Road

Stone Mountain, GA 30083

Dr. Kenneth L. Samuel, Senior Pastor & Organizer

Phone: 678-476-6000 Fax: 678-476-6010

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

Saturday – 9:00am – 1:00pm

(Food & Clothing Bank)**ATLANTA MISSION MINISTRY**

18 William Holmes Borders Dr., NE

c/o Wheat Street Baptist Church

Atlanta, GA 30312

Phone: 404-659-4328

Hours: 11:30am-2:00pm

The Atlanta Day Shelter for Women and Children**Purpose of Organization**

The Atlanta Day Shelter is an ecumenical ministry that opened in 1984 to serve as a home and resource center for homeless women and children. It is a Christian organization whose basis and foundation is the love of God. The Shelter eases the burden of homelessness for women and children by providing basic and daily necessities while respecting their human dignity. Each year, the professional counselors, staff, and volunteers have helped over 6,000 women and children move towards more independent and productive lifestyles. Services include providing food, clothing, toiletries, diapers/formula, laundry/shower facilities, phones, job counseling, self-esteem classes, and child immunizations.

Address and Contact

655 Ethel Street, NW

Atlanta, GA 30318

404-876-2894

Hours: Mon-Fri 8am-4pm

Sat 8am-2pm

www.atlantadayshelter.org



Briarcliff Baptist Church

3039 Briarcliff Rd. NE, Atlanta, GA 30329

404-633-6103

Thursday, Noon-2pm



R.E.A.C.H. Community Development Center, Inc.

6212 Memorial Drive

Stone Mountain, GA

404.931.7858

Saturdays, 10am - 2pm

Columbia Drive United Methodist Church

info@columbiadrivumc.com

404-284-4151

Thursday, 11am - 1pm

FIRST PRESBYTERIAN CHURCH OF ATLANTA

Address: 1328 Peachtree St., Atlanta, GA, 30309-3209

Phone: +1 404 228-7746

E-mail: youbelong@firstpresatl.org

Monday, Wednesday & Friday - 3pm

Joseph's Storehouse

Food Resource Information: Joseph's Storehouse is a food pantry. Serves City of Atlanta, Lithonia, DeKalb and Henry Counties.

Documentation Required: Picture ID/Driver License, Social Security Card.

9am-11pm • Phone: 404-826-9316

4650 Flat Shoals Pkwy

Decatur, GA

Eye Care Services

*25 Then Jesus placed His hands on the man's eyes again, and his eyes were opened
His sight was completely restored, and he could see everything clearly.*



Programs that supply corrective lenses for people who have defective but correctable vision, or which provide vouchers which can be exchanged for glasses or contact lenses.

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Central Presbyterian Church Outreach
201 Washington St., SW
Atlanta, GA 30303
404-659-7119



Community Assistance Center, Inc./CAC
1130 Hightower Tr.
Sandy Springs
770-552-4015



Georgia Lions
Lighthouse Foundation

5582 Peachtree RD
Atlanta, GA 30341
404-325-3630



Prevent Blindness Georgia
739 West Peachtree St. Ste 200
Atlanta, GA 30308
404-226-2020

Eye Examinations, Vision Screening, Glaucoma Screening, Ophthalmology Referrals

RAPE

*4 Again, I observed all the oppression that takes place under the sun.
I saw the tears of the oppressed, with no one to comfort them.
The oppressors have great power,
and their victims are helpless.
Ecclesiastes 4:1 New Living Translation (NLT)*

Rape Crisis Centers

Clayton County 770-477-2177

Cobb County 770-427-3390

Dekalb County 404-374-1428

Fulton County 404-616-4861

Gwinnett County 770-477-7407

HIV/AIDS RESOURCES

*8 Above all things have intense and unfailing love for one another, for love covers a multitude of sins
forgives and disregards the offenses of others.
1 Peter 4:8 Amplified Bible (AMP)*

Victory over HIV/AIDS Ministry

The Victory over HIV/AIDS Ministry at Victory for the World Church, Stone Mountain GA 30083

Our ministry is composed of healthcare and HIV trained professionals, individual infected with HIV or family members with HIV and are interested people. We believe this composition gives our member a special sensitivity and true understanding of the need to protect the privacy and confidentiality of these whom we test and have signed confidentiality stated to this end. All participants are identified only by a number and given pre and post-test counseling individual rooms. Many members have completed a full two day training program and have become certified testers by the State of Georgia to inspire your confidence in our commitment and efforts for you. All services are provided free of charge.

Victory for the World Church
HIV/AIDS Ministry
1170 N Hairston Road
Stone Mountain GA 30083
Dr. Kenneth L. Samuel, Senior Pastor & Organizer
www.victoryfortheworld.org

Georgia Department of Community Affairs
 60 Executive Park South, NE
 Atlanta GA 30329
 404-679-4940
www.dca.ga.gov

The Georgia Department of Community Affairs is committed to providing all person with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age.

Georgia AIDS Coalition

The Georgia AIDS Coalition is a not for profit Georgia corporation created in 1989 to ace as an education resource for the formation and articulation of public policy regarding HIV infection, Hepatitis, Tuberculosis and sexually transmitted infections.

Our Objectives:

- *Ensure ethical decision-Making on HIV/AIDS issue
- *Educate and update the public, agencies and public official on HIV/AIDS related issues and concerns
- *Promote collaboration among organization with a similar focus
- *Advocate for HIV/AIDS issues
- *Inform individuals with HIV on legislative issues

www.georgiaaids.org

The Living Room

Living Room is a housing information, placement and financial assistance agency for low-income people who are homeless or at risk of becoming homeless due to HIV/AIDS. Living Room assists this vulnerable population in identifying, obtaining and maintain affordable housing in a number of ways.

Mission Statement: To ensure people living with HIV/AIDS in Georgia obtain and maintain long term stable housing.

Livingroomatl.org/about.php

AIDS Atlanta - www.aidsatlanta.org

Stand, INC

Stand INC is recognized as one of the Metro Atlanta's leading community based organization for HIV intervention and prevention service

Stand INC's HIV prevention project was implemented in 1999 to address the continuing rise of HIV infections among African American substance users in metro-Atlanta. The primary mission of the project is to provide HIV service to those over 18 years of age that are HIV positive , at risk for HIIV and those are unaware of their HIV status.

www.standinc.com



Partners Against Domestic Violence
Crisis Line
404-873-1766

Men Stopping Violence - Educate and Advocate for Change

Men Stopping Violence is a national training institute that provides organizations, communities, and individuals with the knowledge and tools required to mobilize men to prevent violence against women and girls. We look to the violence against women's movement to keep the reality of the problem and the vision of the solution before us. We believe that all forms of oppression are interconnected. Social justice work in the areas of race, class, gender, age, and sexual orientation are all critical to ending violence against women.

2785 Lawrenceville Hwy - Decatur, GA 30033 - 404-270-9894

FOOD

25 Therefore I say unto you, Take no thought for your life, what ye shall eat, or what ye shall drink; nor yet for your body, what ye shall put on. Is not the life more than meat, and the body than raiment?

26 Behold the fowls of the air: for they sow not, neither do they reap, nor gather into barns; yet your heavenly Father feedeth them. Are ye not much better than they?

Matthew 6:25-26 King James Version

FOOD PANTRIES

MIDTOWN ASSISTANCE CENTER www.midtownassistancectr.org

The Midtown Assistance Center (MAC) is a non-profit, interfaith organization whose mission is to provide emergency assistance to low income working Atlanta residents. MAC's aim is to help prevent homelessness and hunger during periods of crisis.

How MAC Helps:

- Rent assistance to prevent evictions
- Utility assistance to prevent disconnection of basic services
- Groceries for persons experiencing a temporary shortage
- Public transportation to connect clients with job interviews and new employment until the first paycheck
- Counseling and referrals to other organizations

Midtown Assistance Center

30 Porter Place - Atlanta, GA 30308

404-681-0470 (main) 404-681-0260 (fax)

For Assistance, call 404-681-5777

Monday, Thursday, Friday 9:30 AM – 12:30 PM

Tuesday, Wednesday 1:00 PM – 4:00 PM

Wednesday Evening 5:00 PM – 7:00 PM



C. Spenser Godfrey Food Pantry

Buckhead Christian Ministry provides non-perishable foods, meat, and other household supplies for a one-week period. The food pantry also provides homeless individuals with daily snack bags and weekly hygiene kits through our Homeless Ministry. The pantry is stocked through individual donations and voluntary food drives sponsored by local churches, businesses and civic groups. Additional items are purchased through our partnership with Kroger.

Piedmont Road Office Hours:

Mondays 10:00 a.m. to 4:00 p.m. Tuesdays 10:00 a.m. to 4:00 pm
 Wednesdays 1:00 p.m. to 4:00 p.m. Thursdays 1:00 p.m. to 7:00 p.m.
 Fridays 10:00 a.m. to 4:00 p.m.

HELPLINE Hours

For financial assistance, you must call the Helpline to make an appointment.
 Dial 404-239-0038, and press 2 at the prompt.

Mondays-Tuesdays: 10am – 1pm Wednesdays-Thursdays: 1pm – 4pm
 Fridays: 10am – 1pm

ZIP CODES WE SERVE

30305 30326 30342 30309 30311 30318 30319 30324 30327 30329
 30331 30340 30341 30345 30360

Soup Pantries



Atlanta Mission Ministry
 18 William Holmes Borders Dr., NE
 c/o Wheat Street Baptist Church
 Atlanta, GA 30312
 Phone: 404-659-4328
 Hours: 11:30am-2:00pm

Atlanta City Baptist Rescue Mission
 316 Peters Street, SW
 Atlanta, GA 30313
 (404) 577-3409



COMMUNITY CONCERNS, INC.

You can reach Community Concerns, Inc., the Odyssey III Program and our other innovative programs as follows:

276 Decatur Street
 Atlanta, GA 30312
 Telephone: 404-659-3390; Facsimile: 404-659-2108
 Email: info@communityconcernsinc.org

Hours: 8:30 a.m. to 5 p.m. - Monday through Friday
 (Closed from 12:00 p.m. - 1:00 p.m. for Staff Lunch)



About Us

Crossroads began over 40 years ago when a member of St. Luke's Episcopal Church handed a homeless man a sandwich. Today, we are a refuge for people who are homeless in Atlanta, offering compassion with constructive programs designed to give the people who come to us for help the tools they need to get off the streets.

4290 Courtland Street
 Atlanta, GA 30308
 Phone: 404-873-7652
 Email: communityrelations@crossroadsatlanta.org

DEKALB COUNTY SCHOOL DISTRICT

PARENT RESOURCE CENTERS



<http://www.dekalb.k12.ga.us/parent-resource-centers>

DeKalb County Schools has established eleven parent resource centers throughout DeKalb County. The centers are designed to empower parents to assist their children in maximizing their full potential. The centers' resources are focused on instruction, economics, health, and cultural awareness for students in grades prekindergarten through twelfth grade. There are computers available for use by parents as well as a lending library giving parents the opportunity to take resources home with them, on loan. Parents will benefit from workshops on topics from test prep information for their children to finance for themselves. Resources are developed with the input of all disciplines from the departments within the DeKalb County School District and with the support of the community.

Resources are available for all levels of student learning: high achievers, regular education, and special education. Each of the eleven centers is managed by two facilitators, and two of the centers have full-time interpreters.

It has been stated that that these centers will serve as a wonderful resource and allow parents to more effectively assist in their children's academic and social growth. Parent centers are one avenue for promoting equal opportunities across the district. Parents are encouraged to take full advantage of the resources and allow the facilitators at the centers to empower them to be a more successful parent.

Locations and Times

All centers are open Monday through Friday 8:30 AM to 5:00 PM and one night per week. Centers are also open on Saturdays—call the individual center for times.

Towers High School - 678.874.2202

Monday, Wednesday, Thursday, Friday – 8:30AM – 5:00 PM

Tuesday – 8:30 AM – 8:00 PM

Fairington Elementary School - 678.676.8702

Monday, Wednesday, Thursday, Friday – 8:30AM – 5:00 PM

Tuesday – 8:30 AM – 8:00 PM

Jolly Elementary School - 678.676.5802

Monday, Tuesday, Wednesday, Friday – 8:30AM – 5:00 PM

Thursday – 8:30 AM – 8:00 PM

Elridge Miller Elementary School - 678.676.3302

Monday, 8:30 AM – 8:00 PM

Tuesday, Wednesday, Thursday, Friday – 8:00 AM – 5:00 PM

McClendon Elementary School - 678.676.5902

Monday, Wednesday, Thursday, Friday – 8:30AM – 5:00 PM

Tuesday – 8:30 AM – 8:00 PM

Cedar Grove Middle School - 678.874.4202

Monday – 8:30 AM– 8:00 PM

Tuesday, Wednesday, Thursday, Friday – 8:30AM – 5:00 PM

Chapel Hill Middle School - 678.676.8502

Monday, Wednesday, Thursday, Friday – 8:30AM – 5:00 PM

Tuesday – 8:30 AM – 8:00 PM

Columbia Middle School - 678.875.0502

Monday, Wednesday, Thursday, Friday – 8:30AM – 5:00 PM

Tuesday – 8:30 AM – 8:00 PM

Ronald E. McNair Middle School - 678.874.5102

Monday, Tuesday, Wednesday, Friday – 8:30AM – 5:00 PM

Thursday – 8:30 AM – 8:00 PM

Sequoyah Middle School - 678.676.7902

Monday, Tuesday, Thursday, Friday – 8:30AM – 5:00 PM

Wednesday – 8:30 AM – 8:00 PM

Cross Keys High School - 678.874.6102

Monday, Wednesday, Thursday, Friday – 8:30AM – 5:00 PM

Tuesday – 8:30 AM – 8:00 PM

Workshops & Resources

- all core subject areas
 - reading/English language arts (birth to six years, improving reading skills, phonics, reading across the grade levels)
 - mathematics (math concepts, math for middle school, empowering parents in math)
 - science, social studies
- test-taking strategies, criterion-referenced competency test (CRCT), Georgia high school graduation tests (GHS GT), preparing for the writing test, K–12 testing)
- understanding the Georgia performance standards (GPS)
- exceptional education (navigating the individualized education plan (IEP), coping with attention deficit hyperactivity disorder (ADHD), the young exceptional child)
- Fernbank Science Center presentations/science, engineering, mathematics, and aerospace academy (SEMAA)

- summer program
- transitioning classes
 - preK and kindergarten to elementary school
 - elementary school to middle school
 - middle school to high school
- grade level information
 - prekindergarten and kindergarten
 - elementary, middle, and high
- elementary and secondary educational act of 1965, (ESEA) supplemental education services (SES) presentations
- homework help
- school projects—make and take
- school safety and discipline
- gang awareness
 - bullying
 - cyber-bullying
- parenting classes
 - systematic training for effective parenting
 - passport
 - nurturing parent
- effective parent/teacher conferencing
- family involvement activities family involvement activities
 - recognition of national family involvement day
- college preparation
 - curriculum and financial aid
- computer classes
 - typing and computer skills
- general education diploma (GED) classes
- resumé writing
- interviewing skills
- finance (planning, credit, budgeting, money management,
- financial aid for college)
- health (healthy choices, healthy eating)
- English language learners (ELL)
- conversational Spanish
- general education diploma (GED) classes
- summer enrichment

The Work Place - Interview Tips

Struggling to decide on an outfit for your upcoming job interview? What you wear to an interview creates an image or perception of the type of person you are, so choosing your attire is critical to presenting yourself as the right candidate to hire.

How interview attire has shifted

The dot-com era ushered in a more casual approach to workplace attire, including during interviews, in the past 10-15 years. When the economic recession hit, job seekers began dressing up as a way to differentiate themselves from other candidates. The recession created a heightened awareness by hiring managers of what candidates wear to interviews. Interview attire is also often seen as a test of a candidate's familiarity of the company and industry.

Tips to dress for positive impact

- The appropriate interview attire depends on the industry in which you'll be interviewing, as well as the geographic location and time of year.
- Spend time on the Internet researching the company, industry and competitors to determine suitable interview outfits.
- Still not sure? Call the company's HR department and ask what they recommend you wear.
- Ensure that your clothes are cleaned and pressed.
- When in doubt, err on the side of being slightly over dressed, rather than show up looking too casual.
- Avoid wearing perfume or cologne.
- Wear makeup and jewelry that are appropriate to the job/company/industry.

Your clothes can influence your chances for landing a job

If a man wore a dark suit to a job interview in California (or any warm climate) in August for a position as a construction worker, the hiring manager might think the man had lost his mind. *Why?* The attire is inappropriate not just for the position and industry, but also for the location and time of year.

What if a woman wore a navy pant suit, pulled her hair into a low ponytail, wore little makeup, no jewelry and flat shoes to a job interview as a clothing stylist? It's doubtful she would be offered the job. The hiring manager would probably be looking for someone who projects an image of creativity and wears clothing, makeup and accessories that are fashion-forward.

Resume Tips

4 Secrets of Writing a Short, Sweet and Successful Resume

(More words won't make you more likely to land an interview)

By Dominique Rodgers, Monster Contributing Writer

Whether you're just about to leave your first job or making your 10th career transition, chances are your resume could use some editing. Recruiters and hiring managers receive a staggering number of resumes for each job posted. The ones that grab their attention are often short and simple -- and convey candidates' value immediately.

A resume is just a stepping stone to an interview, not an all-inclusive record of your career. With that in mind, here are a few easy tips to keep your resume short, sweet and successful.

Focus on text, not formatting

Automated applicant tracking systems do the first read of many resumes employers receive. These robots won't be impressed with all your fancy formatting, so just skip it.

Draft your resume in a word processing program so you'll get the spelling and grammar assistance, says Kevin Hoult, business services manager for the Small Business Development Center at Western Washington University. Then, he suggests, paste it into Notepad or a similar program and saving as plain text.

"A plain text resume has the best chance of surviving all of the storage, retrieval and automatic review processes resumes are put through these days."

Use bullet points and keywords

Bullet points with facts and figures will better demonstrate your skills and experience than long sentences, says David Esposito, managing partner at Harvest Time Partners, a professional development and venture capital firm.

Consider adding an executive summary near the top of your resume that includes two or three bullet points demonstrating the key skills and the value you'll bring the employer. Not only will this give you an opportunity to use the keywords robots love, but it also will force you to put some serious thought into your elevator pitch, Esposito says.

Elsewhere in your resume, bullet points can be a quick and effective way to show the results you delivered or key experience you've acquired at previous jobs. "Bullet points within each position should be listed in order of importance relative to the job you want next, not chronologically," says Bettina Seidman, president of career coaching service Seidbet Associates.

When in doubt, trim a little more

The human with the authority to offer you an interview doesn't want to read lengthy paragraphs and descriptions of your old job duties. "Rewrite and rewrite until your value proposition jumps out at a glance, because that's all you're going to get," Hoult recommends.

Cut the Clutter

Carefully evaluate whether your early career experience is relevant to the job you're applying for now. If it's not relevant, don't include it.

"Summarize early career experience in one bullet point per job or position. For the most part, listing the details of early positions is irrelevant and takes up space on the page," Esposito says.

The same is true for most college information, Seidman says. If you held a leadership position in an extracurricular organization or received any honors, you can include that information. Otherwise, most information beyond your school and degree is unnecessary.