

LEASING AGENT RESUME

A leasing agent provides tenant search services and simple contract management services for organizations that are seeking residential or commercial entities to lease an apartment or office building. There are no formal education requirements for this field, but candidates do need to be highly skilled in verbal and written communication. They should also be at least passingly familiar with proper marketing and public relations, since these will be necessary in order to recruit tenants. Finally, a leasing agent should be comfortable with performing background checks.

A leasing agent resume should emphasize communication skills, knowledge of lease agreements, and an awareness of the rental situation in your region. To help you get started, there are three leasing agent resume format choices provided below, with each one targeted toward a different level of expertise, education, and experience. This should help get you started when you begin working out the qualities you need to emphasize as you begin to hammer out a resume of your own.

Entry-Level Resume

To begin your journey into the leasing agent field, you will need to focus less on prior experience and more on potential. You need to make sure that your potential employer sees you as a candidate who can grow and develop quickly, transforming from a raw and energetic entry-level candidate to an experienced professional in a short amount of time. The leasing agent resume example provided below introduces Taylor Gunn, a candidate who has little prior experience in this field but who makes sure that every related skill possible is included on his resume.

Taylor Gunn
123 Elm Street
Cleveland, OH 44101
Mobile: 202-555-2356
[email]

OBJECTIVE:

Positive and professional leasing agent candidate seeking a position which will require communication with both lenders and lessees, organization of leased property sites, and high-quality presentation skills.

SUMMARY:

- Extremely knowledgeable of commercial and residential leasing procedures
- Excellent verbal and written communication abilities
- Familiarity with the background check system
- Knowledge of lease agreements and contract law
- Superb presentation skills

EDUCATION:

High School Diploma, June 2014
Purdys Regional High School, Purdys, NY
Graduated with a B- average
Courses Included:
Principles of Business
Public Speaking
Sociology
English Literature
Psychology
Algebra

Mid-Level Professional Resume

As you earn more experience in this field, you will be able to promote yourself as a leasing agent with history that employers should take notice of. There are still likely to be candidates that have you beat as far as experience goes, however, so a strong resume is still an absolute must. The leasing agent resume sample provided below should give you an idea as to how you can combine experience and professionalism into a very desirable package.

WILLIAM HUXLEY
Phone: (914) 413-6552 | [email]
10 Doctor Drive | White Plains, NY 10601

Professional and Organized Leasing Agent

Extremely attentive to detail with solid communication skills, strong industry knowledge, and excellent presentation abilities.

SUMMARY:

- Highly skilled at finance and account services.
- Knowledgeable of the background check process.
- Comprehensive understanding of the leased real estate industry.
- Excellent communication skills.
- Terrific ability to showcase homes and communicate with potential clients.

EXPERIENCE:

FORT HENRY LEASING, White Plains, NY

Leasing Agent, 2/2011 to Present

Maintain an accurate and in-depth knowledge of all property holdings. Show vacant spaces, call potential tenants, and provide building management. Key outcomes include:

- Provide strong communication for both internal and external customers.
- Remain trained in the latest versions of Microsoft Word and Excel.
- Maintain current real estate license in good standing.

RALEY PROPERTIES, Carmel, NY

Leasing Agent, 6/2010 to 1/2011

Served as first and primary contact between real estate organization and internal and external lessees. Showed property, provided leasing details, and negotiated rent prices. Provided building management and maintenance as appropriate. Key outcomes included:

- Obtained and maintained a current real estate license in good standing.
- Ensured complete satisfaction on the part of customers regarding the presentation process.
- Resolved criticisms and complaints from lessees to a high level of overall satisfaction.

EDUCATION

Bridgeport Academy, New York, NY

High School Diploma, 6/2009

Experienced Professional Resume

As you become an experienced professional, you can finalize your resume and only make a few minor changes as you add new experiences. This version of the leasing agent resume should include everything you want your employer to know about you and can run as long as two pages if needed. A leasing agent sample resume is provided below, in which Mr. Mark Whitman showcases the full array of his skills, talents, and professional interests.

Mark Whitman

[email]

232 Robin's Peak Drive | White Plains, NY 10601

Home: 914.461.1777 | Cell: 914.305.7413

LEASING AGENT | EXCELLENT PRESENTATION SKILLS

Highly experienced leasing agent with excellent communication skills and superb presentation ability. Very knowledgeable about the real estate industry and the leasing process. Strong ability to communicate with both internal and external clients. Self-starter with a high level of motivation and energy who is willing to do everything in order to create a favorable situation for both lenders and lessees.

Core Knowledge and Skills:

- Client communication
- Residential spaces
- Building management
- Contract language
- Presentation and staging
- Preventive maintenance

- Business administration
- Recordkeeping and organization

[Build your Resume Now](#)