

LEASING CONSULTANT RESUME

A leasing consultant performs all the activities related to renting an apartment including selling the lease, renewing the lease, and organizing the move-in paperwork and procedures. This is a sales position so customer service is vital. The leasing consultant is responsible for creating and managing all of the traffic to the apartment building. Depending on the size of the complex, there is generally only one leasing consultant working per residence.

A typical leasing consultant resume highlights any sales or customer service experience. As with any real estate job, customers are not just going to appear. The leasing consultant has to attract the potential renters through advertisements, open houses, listing services, and other means. This is very much a position for a self-motivated, outgoing sort of person. The resume should demonstrate those qualities as best as possible. Below are three leasing consultant resume sample formats, which provide an example of applicants at various skill levels.

Entry-Level Resume

Working as a leasing consultant is an excellent entry-level position. All that is required is a high school diploma or equivalent, though some employers prefer applicants with a college degree. Most organizations will also require a valid driver's license as occasionally a leasing consultant will have to drive clients from location to location. The most important element of an application is being able to demonstrate viable communication skills. This can be shown through volunteer work or extracurricular activities. In the leasing consultant resume example below, Mr. Wright describes his experience on his high school's debate team to showcase his persuasive abilities.

Trevor Wright
LEASING CONSULTANT RESUME
14 Park Ave, Salem, NH03079
T: (603) 890-2357
E:[email]

SUMMARY:

Energetic and enthusiastic leasing consultant candidate seeks employment in fast paced work environment. A motivated, self-starter with excellent people skills, this applicant is driven to success. Exceptional communication skills, both written and spoken, and a willingness to use those skills for persuasion.

EDUCATION:

Salem High School, 2010-2014
High School Diploma
High Honor Roll, 2013, 2014
Debate Team, 2010-2014

RELEVANT SKILLS:

- Relatable
- Communication
- Customer service
- Motivated
- Basic knowledge of computers

VOLUNTEER EXPERIENCE:

Salem High School, 2013-2014
Captain of the Debate Team
In a high-pressure setting, argued against rival schools' team in order to convince a panel of judges to agree with my side of the dispute. Used knowledge of various subject areas as well as innate human understanding to persuade the judges and the audience.

REFERENCES:

Available upon request

Mid-Level Professional Resume

After working in the field for more than three years, a candidate is considered a mid-level professional. By this time, he or she should have an adequate amount of job experience to fill a resume. It is important to not only list past positions but also to describe the professional skills the employment allowed you to develop. In the leasing consultant resume sample below, Sandra Mackenzie goes into great detail about her abilities in the real estate field.

Sandra Mackenzie
680WilkePI | Columbus, OH43230 | Home: 614-619-0375 | Email: [email]
Leasing Consultant

Four years of experience providing top-notch customer service

- **Exhibition:**Show prospective renters model apartments to convey the possibility of making a home in the building, available to answer any questions they may have.
- **Sales and promotion:**Attract potential renters using flyers, adverts, open houses and other means. Follow up with visitors to inquire if they would like to see any additional apartments.
- **Administration:**Maintain orderly documentation of leases, applications, and move-in paperwork, keeping both a physical copy and a digital copy.

- **Computer programs:**

Familiar with MRI property management software and the Microsoft Office Suite

- **Operating systems:** Proficient with all versions of Windows and Mac OS X.

EXPERIENCE:

AMERICA FIRSTCOMMUNITIES MANAGEMENT GROUP – Reynoldsburg, OH
Leasing Consultant, 2012 to Present

Assist potential clients to find and rent apartments within the Post Woods apartment complex, maintain relations with residents of apartment homes, encourage residents to renew lease annually.

- **Rent:** Assist clients in apartment rental by providing apartment tours, qualifying applicants, preparing any necessary documents, and completing standard move-in processes.
- **Relate:** Maintain relations with apartment residents by providing continuous customer service and discussion on lease renewals and rates.
- **Represent:**Organize and participate in resident promotions and meetings in order to represent the community as attractive and close knit.

HOME PROPERTIES – Columbus, OH
Leasing Consultant, 2011 to 2012

Served as prospective renters' first point of contact at a 205-unit community known as Stone Hill Apartments.

- **Marketing:** Prepared promotional material such as newsletters, resident activities, and surveys in order to generate potential clients.
- **Sales:** Toured apartments, answered questions, converted leads into leases, and generally interacted with community to create a positive and professional experience for prospective residents.
- **Maintenance:** Completed all necessary paperwork for apartment rentals and lease renewals, oversaw apartment turnovers to ensure everything went smoothly.

EDUCATION:

Lincoln HIGH SCHOOL – Columbus, OH
High School Diploma, 2011

Completed full high school course load with a B+ grade average.

Experienced Professional Resume

Leasing consultants who have worked as such for more than seven years are considered experienced and should update their leasing consultant resume to reflect this. At this time, candidates should rely almost exclusively on work experience and professional development. Review the leasing consultant sample resume below to see how Mr. Brown conveys his expertise in a clear and concise manner.

Luke Brown

Email: [email]

93931st Ave N | Saint Cloud, MN56303 | H: (855) 301-9875 | C: (855) 837-0083

Leasing Consultant

Highly experienced and motivated leasing consultant seeks new organization with which to work. Enthusiastic and competitive, this applicant knows how to close a deal. Familiar with MRI property management software as well as Microsoft Word and Excel. Superb customer service and marketing skills.

***Customer service | Marketing and sales| Point of sale operation
Communication | Valid driver's license***

RELEVANT EXPERIENCE

Morgan Properties – **Leasing Consultant**, Andover, MN
2011 -Present

IRET Property Management – **Leasing Consultant**, Saint Cloud, MN

IRET Property Management – **Leasing Consultant**, Saint Cloud, MN
2007 – 2011

Peak Property Group – **Leasing Consultant**, Minneapolis, MN

Peak Property Group – **Leasing Consultant**, Minneapolis, MN
2004-2007

Eastview High School – **High School Diploma**

Completed high school with an B average. Listed on the honor roll in 2003 and 2004.

Eastview High School – **High School Diploma**

Completed high school with an B average. Listed on the honor roll in 2003 and 2004.

2000-2004

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