

REAL ESTATE AGENT RESUME

Real estate agents work with licensed real estate brokers to assist people in buying, selling, and renting properties. A real estate agent usually creates a description of the property, including location and features, and uses it to drive interest. He or she will negotiate an agreement between buyer and seller and ensure that the terms of the agreement are met. It is also the responsibility of the real estate agent to prepare any paperwork such as purchase agreements and deeds.

A real estate agent resume need not dwell on education because only a high school diploma is needed. However, there are college degrees available in this field; if a candidate has such a degree it would be beneficial to mention it in the resume. What is most important for the resume is prior work experience. Employers need to know that the applicant has the necessary communication and salesmanship skills to do the job. In addition, a valid license is needed for the state in which the candidate hopes to work. Below are three real estate agent resume format options that illustrate applications by candidates of various experience levels.

Entry-Level Resume

A real estate agent can be an entry-level position if the company provides training or shadowing of senior agents. Real estate deals, and the sales environment in general, are very complex. The only way to really learn how to do this job is through practice and repetition. However, if a candidate has past volunteer or extracurricular experience that can demonstrate superb persuasion skills, the lack of official work experience may be excusable. In the real estate agent resume example below, Mr. Linder uses his experience on his high school's DECA team to convince the employers of his qualifications.

Alexander Linder

REAL ESTATE AGENT RESUME

26 Bellflower Road, Billerica, MA 01821

T: (978) 667-3000

E: [email]

SUMMARY:

Fast talking and quick thinking real estate agent candidate seeks new job opportunities. Excellent communication skills, matched only by equally admirable problem solving skills. An organized, independent worker who is highly motivated to succeed.

EDUCATION:

Billerica Memorial High School, 2010-2014

High School Diploma

Honor Roll, 2011 – 2014

RELEVANT SKILLS:

- Persuasion
- Communication
- Problem solving
- Organization
- Self-motivation

VOLUNTEER EXPERIENCE:

Billerica Memorial High School, 2013-2014

Captain of the DECA Team

DECA is an international organization that prepares young entrepreneurs for careers in marketing, finance, management, etc. Led local chapter of DECA to the region finals. The annual competition involves a written exam and interactive decision-making competition judged by industry professionals.

REFERENCES:

Available upon request

Mid-Level Professional Resume

With three years of experience, the candidate is considered a mid-level professional. He or she is more attractive to prospective employers for having spent time active in the field. Applications, such as Ms. Grande's in the real estate

agent resume sample below, should focus on the skills and techniques the candidate has gained during previous work experiences.

Caroline Grande

135Ward Street | Revere, MA 02151 | Home: 781-268-2956 | Email: [email]

Real Estate Agent

Four years of experience buying and selling homes

- **Property Listings:** Develop property listings that describe the location and features of the property, including neighborhood assessment, nearby schools, room reports and recent renovation information.
- **Sales and promotion:** Match the requirements of buyers with those of sellers in order to complete a deal and make a sale where everyone is happy.
- **Documentation:** Prepare all necessary paperwork in order to facilitate the sales process.

TECHNICAL SKILLS:

- **Computer programs:** Familiar with Microsoft Office Suite, Adobe Creative Suite, Docusign, etc.
- **Operating systems:** Proficient with all versions of Windows and Mac OS X.
- **Licensed Real Estate Agent** by the state of Massachusetts.

EXPERIENCE:

BOSTON PROPER REAL ESTATE – Boston, MA

Real Estate Agent, 2012 to Present

Sell and lease residential apartments throughout the greater Boston area for a company that makes over \$20 million in residential sales every year.

- **Promote:** Attract prospective clients through clever marketing campaigns, advertisements, flyers, and other means.
- **Tour:** Show a property to potential residents, pointing out all unique features and providing a general description of the neighborhood.
- **Negotiate:** Mediate between the buyer and seller to come to agreeable terms, draw up any necessary paperwork to complete the sale.

WE RENT CENTRAL MASS – Worcester, MA

Real Estate Agent, 2011 to 2012

Matched buyers with sellers and landlords with tenants to sell and lease property for major property management company.

- **Awareness:** Developed property listings by interacting with potential sellers, met with sellers in community activities and discussed the benefits of selling with this company.
- **Sales:** Showed properties to prospective residents, suggested alterations, conveyed offers from seller to buyers, negotiated and drew up a contract.
- **Information:** Remained knowledgeable about the industry by reading professional publications, fostering personal networks, and partaking in social activities and community events.

EDUCATION:

REVERE HIGH SCHOOL – Revere, MA

High School Diploma, 2011

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

Experienced Professional Resume

With seven or more years of experience, a real estate candidates are considered experienced professionals and are highly desirable as they can be expected to begin working immediately, performing much of their work independently. In the real estate agent sample resume below, Ms. Blake discusses the tasks she has successfully performed at prior positions in the field as well as the professional skills she has developed over the course of her career.

Shannon Blake

[email]

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

Home: 914.461.1777 | Cell: 914.305.7413

Email: [email]

100Eighty Oak Avenue | Mount Pleasant, SC29464 | H: (843) 438-2759 | C: (843) 884-9265

Real Estate Agent

Highly experienced and self-motivated real estate agent is seeking new employment opportunities. Natural aptitude for participating in community organizations and social activities. Eager to meet new clients and foster neighborhood contacts. Great oral and written communication skills. Organized and meticulous in research and planning. Knows how to prioritize. Relevant skills include:

Interpersonal | Communication | Sales

Organization | Time management

RELEVANT EXPERIENCE:

Sabal Holmes – **Real Estate Agent**, Mount Pleasant, SC

2009-Present

Create and enact plans to maximize sales and to exceed objectives. Establish and maintain customer rapport, deliver excellent customer service. Analyze market trends; follow the competition's actions. Maintain MLS listings to reflect any status changes. Ensure photo, price, and listing information are up to date and accurate. Execute and complete contracts within 24 hours of sale. Provide homeowner orientation to buyer, that is, a walk around the property lot and interior.

Century 21 – **Real Estate Agent**, Spartanburg, SC

2005-2009

Assisted real estate broker with company operations. Assessed property values and compared with current market rates. Maintained an accurate listing inventory. Aided in the marketing and promotion of properties for sale. Processed incoming leads and preserved customer relations. Negotiated contracts between buyer and sellers, prepared the necessary documents. Closely adhered to the local and federal laws governing realty work.

Summerville, Realtors – **Real Estate Agent**, Summerville, SC

Summerville, SC

2004-2005

Provided top quality customer service to clients, preserved strong relationships so as to generate referral business. Attended sales training programs consisting of in-class as well as online courses. Built a base of clients through various networking functions. Developed an Open House program in accordance with company policy. Participated in company activities, such as weekly sales meetings, in order to stay informed about new properties and leads as well as to stay connected with fellow realtors.

South Carolina Business School – **Associate's Degree Real Estate**

Completed online courses with an A average

South Carolina Business School – **Associate's Degree Real Estate**

Completed online courses with an A average

2004 – 2006

Summerville High School – **High School Diploma**

Completed high school with a B- average.

Summerville High School – **High School Diploma**

Completed high school with a B- average.

2000-2004

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