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**Real Estate Resume Sample**

(xxx)-xxx-xxxx | yourname@email.com | 123 Your Address, City, State, Zip Code

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**Professional Profile**

* Utah-licensed real estate agent with 5+ years of experience in the brokerage of residential and commercial properties
* Proven ability to increase agency revenue, closings, contracts, and client acquisition through marketing, sales, and customer relations
* Adept at generating and curating business through networking and prospecting
* Annual attendee and two-time panel member of National Association of Realtors (NAR) Conference

**Awards and Acknowledgments**

* Best New Agent – Gibson Realty 2014
* Top Realtor of the Month – March 2015, June 2016, April & September 2017

**Professional Experience**

Gibson Realty, Salt Lake City, UT January 2014 – Present

***Real Estate Agent***

* Analyze market trends, conditions, and activities to accurately advise clients and develop competitive market proposals
* Employ customer satisfaction and follow-up efforts above and beyond the standard, resulting in a 30% increase in repeat business and a 45% increase in personal referrals
* Cultivate relationships with banks, appraisers, mortgage lenders and brokers, escrow personnel, and attorneys, contributing to a track record of exceeding agency-wide efficiency goals by an average of one week per transaction
* Implement quarterly training seminars aimed at improving the sales and marketing strategies employed by in-house agents

Gibson Realty,Salt Lake City, UT August 2012 – January 2014

***Real Estate Assistant***

* Compiled lists of potential leads using database programs and assembled pitch packets which secured 6 new clients in a 12-month period
* Generated a 15% increase in new client acquisition through targeted neighborhood ad strategies
* Negotiated vendor discounts on marketing and promotional materials, saving the agency $7,000 annually on the installation of customized marketing campaigns
* Underwrote appraisals, proposals, and contracts for over 30 properties

**Education**

*Bachelor of Arts in Marketing*, University of Utah, Salt Lake City, UT | June 2012

**Skills**

**Industry Specialties:**

* Negotiation and mediation
* Contract and agreement drafting and execution
* Financial option consultation
* Land and property valuation
* Title search

**Technical Proficiencies:**

* MLS
* Crexi
* LexisNexis
* LoopNet
* CoStar
* LandVision

Hello, Job Seeker!

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone has difficulties making a resume. For a high quality resume that will help you land more interviews, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=MSWord_Rez_Samples&utm_medium=RWD_Link_2&utm_campaign=MSWord_Download_Push).

Or, here’s some other content that might help you finish your resume.

* [Free Resume Builder](https://resumecompanion.com/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Resume](https://resumecompanion.com/how-to-write-a-resume/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Resume Samples by Industry](https://resumecompanion.com/resume-examples/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_Samples_Link&utm_campaign=MSWord_Download_Push)

Oh, and by the way, you’re also going to need a cover letter.

* [Cover Letter Builder](https://resumecompanion.com/cover-letter-builder/?utm_source=MSWord_Rez_Samples&utm_medium=CL_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Cover Letter](https://resumecompanion.com/how-to-write-a-cover-letter/?utm_source=MSWord_Rez_Samples&utm_medium=CL_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Cover Letter Examples by Industry](https://resumecompanion.com/cover-letter-examples/?utm_source=MSWord_Rez_Samples&utm_medium=CL_Samples&utm_campaign=MSWord_Download_Push)