**Real Estate Resume Sample**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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
* Lexus Nexis
* LoopNet
* CoStar
* LandVision