



# Free Download: Real Estate Resume Template

Applying for a job today has gone mostly digital: More often than not, you start the process by copying information from your resume and pasting it into an online form, then attaching a PDF of your resume. So why bother with a printable version? Because when you go for the in-person job interview, a printed version serves as a tangible reminder of meeting you. Your real estate resume can serve the same purpose when you go on listing presentations: It gives leads something to look at and refer back to, and helps them get to know you on a more personal basis.

In the following pages, you'll see places to add your information as you compile your real estate resume. For example:

*Use this space to jot down 4–6 key highlights before you paste them into the template.*

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When you're ready to populate the template, simply go to the last page, place your cursor in a highlighted field and enter the information. After you populate your template, save it to your laptop, then print or email it whenever you need to provide a prospective employer or client with more information.



## Contact information

Believe it or not, this is the most important section of your real estate resume. Establish yourself firmly in the mind of a prospective employer by grabbing attention with your name: Use an attractive font in an appropriate size and color, then list your email address, phone number and professional website or social media page below it.

*Use this space to jot down your contact information before you paste it into the template.*

Professional Name	
Email	
Phone	
Website/Blog	

## Licensure

Some states require your real estate license number on all your documentation; regardless of where you live, it can't hurt to include it on your resume.

*Use this space to jot down your licensure before you paste it into the template.*

License Number, State
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## Previous and current employment

Your employment history is your bread and butter. Above all, prospective employers want to know exactly what you bring to the table. Whether you're a real estate rookie or an industry veteran, the key to bringing your passion and motivation alive is to use action words. Instead of describing what you did on daily basis, illustrate what you have accomplished. For example:

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|-------------|--|
| Instead of: | I showed houses to several clients each week—closing many of them; did cold-calling and website marketing.   |
| Try this:   | Proven buyer's agent, closing an average of five homes each month, generating \$750,000 in new home sales.<br><br>Consistently sold homes an average of 2 percent above list price.<br><br>Active lead generator—averaging 25 qualified leads per month—through past client referrals, peer networking, personal website and online portals. |



Be sure to note any specialties, such as a particular neighborhood, architecture or home feature, previous jobs with sales or marketing tasks that you have applied to your real estate career, and responsibilities that were unique or different from your everyday duties.

*Use this space to jot down your employment history before you paste it into the template.*

Current/Most Recent Employer	
Dates Employed	
Title	
Employer	
Dates Employed	
Title	
Employer	
Dates Employed	
Title	

**Job responsibilities/profile info**

When describing your responsibilities for each job position you held, distill your key accomplishments and qualifications into concise bullets. This lets people quickly decide if you'll be the real estate professional of their dreams—for employers, it means you're able to land clients and close sales; for buyers and sellers, it means that you're highly motivated with a proven track record. To help readers easily grasp your qualifications, limit yourself to no more than six vividly written points. For example:

- Instead of:

Distributed listing flyers via farming and online to find potential listings.
- Try this:

Prospected for new clients with traditional and digital marketing methods.

Closed an average of three homes every month.

Garnered two listing appointments per week.



*Use this space to jot down 4–6 key accomplishments, qualifications or career highlights before you paste them into the template.*

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## Recognition, honors and achievements

Awards, recognitions and high-level achievements are ideal for making your real estate resume stand out from the competition. Remember to list only those that are relevant to real estate so that prospective employers recognize how you apply your energy and drive to your career. For example:

- Winner of President's Award, 2011–2013, 2015
- 2013 Real Estate Agent of the Year, Mud to Mountain Realty, for exceeding \$1 million in sales

*Use this space to jot down your recognitions and achievements before you paste them into the template.*

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## Professional memberships and affiliations

List any real estate-related organizations you're a member of, along with any other affiliations that show you're invested in your business and community. For example:

- Gallatin Association of REALTORS®, member
- Bellevue Chamber of Commerce, secretary



*Use this space to jot down your professional memberships and affiliations before you paste them into the template.*

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## Education and training history

Prospective employers want to know your education history—whether that includes a high school diploma or equivalency, or a two- or four-year degree. If you didn't receive a degree, it's still a good idea to mention your college or university attendance. Even listing specialized courses shows that you take advantage of opportunities to increase your knowledge and skill set.

*Use this space to jot down your education and training history before you paste it into the template.*

<b>School, City, State</b>	
<b>Dates Attended</b>	
<b>Course of Study</b>	
<b>Degree Achieved</b>	
<b>School, City, State</b>	
<b>Dates Attended</b>	
<b>Course of Study</b>	
<b>Certification Achieved</b>	
<b>Organization, City, State</b>	
<b>Dates Attended</b>	
<b>Course of Study</b>	
<b>Certification Achieved</b>	



Organization, City, State	
Dates Attended	
Course of Study	
Certification Achieved	

## Resume tips

- Describe your accomplishments, not your responsibilities; focus on what you achieved beyond your regular duties.
- List only your experience and qualifications that are relevant to real estate.
- Don't take your employment history past 10 years; of course, list it if you've been an active real estate agent for longer than that.
- Omit objectives, a personal bio and your photo.
- Run it through spell check and past a second pair of eyes.

Ready to complete your real estate resume? Go to the next page!

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