Real Estate Agent Resume Sample

Your Full Name

Sender’s Mailing Address

Sender’s Phone Numbers

Sender’s Email Address

**Professional Summary**

* Accomplished Real Estate sales agent with proven sales track record.
* Able to generate own business through aggressive prospect and networking.
* Successful in closing business, working with owners and building management, and developing long term relationships with clients.

**Work Experience**

Real Estate Agent

Name of organization 2009 to be present

* Worked under stringent time constraints.
* Reviewed and executed confidential documents, contracts and disclosures.
* Demonstrated excellent negotiating skills as well as attention to details needs resulting in 100 percent client satisfaction.
* Accompanied clients during visits and inspection of desired properties; advised them on value of the property, current market value and trends.
* Successfully guided home buyers and sellers through the sell and purchase of properties.
* Accustomed to working in fast paced environments with the ability to think quickly and handle difficult circumstances.
* Prepared contracts for home purchaser and seller.
* Ability to consistently generate positive client feedback and build business through referrals.
* Worked closely with landlords and tenants to determine their goals and needs.

**Education**

Amity University, Noida 2005

Bachelor of business administration