

Firstname Lastname

(123) 888-8888 | Email@gmail.com | linkedin.com/in/first&lastname | PortfolioOrWebsite.com (optional)

OBJECTIVE

Determined XXXX professional, looking to lead a XXXX team/department in the Real-estate industry by using in XXXX, XXXX, and XXXX skills. (Add skills that are relevant to the role)

SKILLS

Computer Skills: (ex: Java, C++, SQL, MATLAB, Python)

Research Skills: (ex: SPSS, Microsoft Excel, Qualtrics, Crimson Hexagon)

Language Skills: Language (level of competency)

PROFESSIONAL EXPERIENCE (Add "Projects" first if they are more relevant)

Skill Set Number 1 (Example: Investment Analysis, Data Analysis)

- Subheading (example: Cash flow analysis: managed a portfolio of commercial real estate properties and reviewed profitability, cash flow, market comps, and investment opportunities to determine divesting and purchasing timeframes.)
- Subheading: describe the function performed under this subheading.
- Subheading: describe the function performed under this subheading.
- Subheading: describe the function performed under this subheading.
- Description of an Achievement (optional)

Skill Set Number 2 (Example: Marketing and PR, Customer Success)

- Subheading: describe the function performed under this subheading.
 - Subheading: describe the function performed under this subheading.
 - Subheading: describe the function performed under this subheading.
 - Subheading: describe the function performed under this subheading.
 - Subheading: describe the function performed under this subheading.
 - Description of an Achievement (optional)

Skill Set Number 3 (Example: Administrative, People Operations)

- Subheading: describe the function performed under this subheading.
 - Subheading: describe the function performed under this subheading.
 - Subheading: describe the function performed under this subheading.
 - Subheading: describe the function performed under this subheading.
 - Subheading: describe the function performed under this subheading.
 - Description of an Achievement (optional)

EMPLOYMENT HISTORY

Company Name (general description of the company/industry)

Starting Date - Ending Date

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Starting Date - Ending Date

Example: Keller Williams Real Estate (one of the world's largest real estate companies) 9/2020–2/2022

EDUCATION

Brown University, Providence, RI

Degree Name (Example: Master of Science in Biomedical Engineering)

Expected May 2025

Relevant Coursework: (2-5 relevant courses that demonstrate a skill needed for the job)

Honors: (If applicable)

Study Abroad: (If applicable and only if you want to include it)

Undergrad School Name, City, State/ Country

Degree Name (Example: Bachelor of Science in Biology)

May 2021

Relevant Coursework:

Honors: (If applicable)

PROFESSIONAL AFFILIATIONS

Membership 1

Active Month Year

Membership 2

Active Month Year

Membership 3

Active Month Year

Please make sure to fill your resume to 2 full pages. 1.5 pages makes the resume look incomplete.