

TS

Taylor Smith


Entry-Level Real Estate Agent

Ambitious, newly licensed real estate agent eager to launch a career in residential sales. Strong interpersonal skills with internship experience assisting veteran agents in lead follow-up and open-house coordination.

CONTACT

 email@example.com

 LinkedIn | Portfolio

 City, ST, 34567

KEY SKILLS

- Proposal management
- Market research and analysis
- Networking
- CRM database

EDUCATION

Bachelor of Science, Economics
Metropolitan University
City, ST | May 2015

PROFESSIONAL EXPERIENCE

REAL ESTATE INTERN | HOMESTART REALTY, CITY, ST
JUNE 2022 – AUGUST 2022

- Assisted in preparing and distributing marketing flyers for 10+ listings, increasing open-house turnout by 25%
- Entered and maintained client leads in CRM, achieving 100% data accuracy
- Shadowed senior agents during showings, taking detailed notes on client preferences

FRONT DESK ASSISTANT | CITY REALTY OFFICES, CITY, ST
SEPTEMBER 2021 – MAY 2022

- Greeted and triaged 50+ client inquiries weekly, directing prospects to appropriate agents
- Scheduled 30+ property tours, managing calendars, and coordinating with homeowners
- Processed rental applications with 98% accuracy, expediting move-in timelines