

Alex Brown

Junior Real Estate Agent

City, ST, 34567 | (789) 555-0123 | email@example.com | LinkedIn | Portfolio

Profile

Newly licensed real estate agent eager to apply classroom knowledge to client service. Completed internships with two brokerage firms, supporting transaction coordination and client communications. Strong organizational skills and foundational market analysis.

Key Skills

- Client relations
- Property management
- Contract administration

Professional Experience

Real Estate Intern | Citywide Properties | City, ST June 2023 – August 2023

- Supported listing process for 15+ properties, drafting MLS entries that increased click-through rates by 30%
- Scheduled and managed 20+ property showings, maintaining 100% on-time confirmation
- Assisted in contract prep, achieving zero errors in document filings

Sales Associate | RetailCo | City, ST January 2022 – May 2023

- Met with 50+ customers weekly to identify needs, maintaining a 95% satisfaction rating
- Trained 5 new hires on POS systems and customer-service protocols

Education

Bachelor of Arts in Communications May 2022

State University, City, ST