

Dear Job Seeker,

Thanks for downloading one of our free resume templates. At My Perfect Resume, we take pride in providing expert resources to help you grow your career, whether you're an entry-level candidate or an experienced professional.

We highly recommend you read our detailed [How to Write a Resume](#) guide, as it's full of examples and clear instructions on how to write each section of your resume, from the contact information to additional sections for certificates, awards and publications.

If you want to take away the guesswork, you can use our [Resume Builder](#) to create your resume. Our builder offers:

- Step-by-step guidance on how to write a resume that stands out.
- Pre-written expert phrases and skills you can add to your resume in just one click.
- Dozens of professional [resume templates](#) to choose from. They're employer ready, ATS-friendly and easy to customize.

We also have over 1,000 [resume examples](#) created by professionals that you can use as inspiration.

Thank you, again, for downloading one of our free templates. We hope our resources help you craft an eye-catching resume. We're thrilled to be part of your job search!

Best of luck,

The My Perfect Resume Team

P.S. Here are some additional resources:

[50+ Resume Objective Examples](#)

[280+ Action Verbs for Resume Writing](#)

[High School Resume Template](#)

[How to Write a Cover Letter](#)

[Free Cover Letter Templates](#)

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PROFESSIONAL SUMMARY

In 2-3 sentences, explain why you're the right person for the job. Emphasize top **sales skills** such as **following-up with leads and marketing exclusive listings to qualified buyers**, or important traits such as **excellent interpersonal and communication skills**. Feature a notable work experience that matches what the potential job needs, such as **converting buyer lead appointments into active clients**, or **overseeing the entire process from listing to closing**. For more summary writing tips, see [How to Write the Perfect Summary Section](#).

WORK HISTORY

Position, 06/2018 - Current

Company, Company City, Company State

- Work backward, with your current or most recent job first.
- Focus on major responsibilities and work achievements rather than daily tasks.
- **Example: "Marketed properties on various channels to produce 1-5 qualifying buyers per open house."**

Position, 06/2015 - 05/2018

Company, Company City, Company State

- Highlight skills and tasks that relate to the job you're applying to.
- Use action verbs that give your achievements more power (e.g., **"Consulted with 5-10 buyer and seller clients to close deals on a weekly basis"** instead of **"Was responsible for consulting with 5-10 buyers and seller clients"**).
- Give your accomplishments more weight by using numbers and metrics (e.g., **"Created relationships with clients that led to a 60% successful closing rate"**).

Position, 07/2012 - 06/2015

Company, Company City, Company State

- If you're switching career fields, emphasize "transferable skills" that make sense in the new job (for instance, **if you previously worked selling products door-to-door or in a retail environment, highlight your sales accomplishments if you're seeking a real estate agent job**).
- Unless you're applying to a job that requires extensive experience, limit your work history to the last ten years of your career.
- For more tips on writing the perfect work history section, visit our page [Resume Work History Writing Tips](#).

EDUCATION

Degree Obtained, Field of Study

School Name - City And State Where The School Is Located

CERTIFICATIONS

Certification or Additional Training: Field of Study

School Name - City and state where the school is located

SKILLS

- Review the job posting and pick out key skills (such as **self-motivation and drive**).
- Feature skills of your own that match these key skills.
- Your [resume format](#) determines how large your skills section is — functional resumes will feature several skill categories, while other formats feature less.
- Feature skills that are valuable in your profession, such as **excellent communication, negotiation and networking skills**.
- Present a combination of hard skills (skills that you train on) and soft skills (intangible skills).
- For recommendations on top skills and how to use them in your resume, visit our [Best Skills page](#).