|  |  |
| --- | --- |
| **Joe Realtor**  **Licensed Real Estate Agent** | horizontal line **Joe Realtor** 123 Your Street  Your City, ST 12345  123.456.7890  no\_reply@example.com |
| **Summary** | horizontal line  Recent graduate of XYZ Real Estate School with experience in client facing positions in marketing, sales, and graphic design. |
| **Experience** | horizontal line **XYZ Advertising /** Marketing CoordinatorJanuary 2014 - PRESENT, Los Angeles CA Worked with clients to ensure all deliverables met or exceeded expectations. Wrote advertising copy that helped push new sales by 15% in 2014. **XYZ Art Gallery /** AssistantJanuary 2012 - january 2013, Los Angeles CA Sold paintings and art supplies directly to a diverse clientele. Followed up with clients to ensure customer satisfaction. Wrote newsletter for gallery. **XYZ Bank /** Bank TellerJanuary 2011 - January 2012, Los Angeles CA Helped bank customers understand bank policies and transactions. Organized branch holiday party and sold raffle tickets for charity, earning $10,000 for UNICEF. |
| **Education** | horizontal line **ZYX College** / Bachelors of ScienceJanuary 2010 - MONTH 2011, Boston MA Debate club champion  President of University Events Committee  Helped increase attendance and ticket sales for all university events |
| **Technology Skills** | horizontal line  Microsoft Office, Insightly CRM, Adobe Creative Suite, video editing, basic web design |

