

Interview and CV preparation

Guide on Technical skills for Real Estate



What are technical skills?

Technical skills are the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations. Diverse technical skills are required in just about every field and industry, from IT and business administration to health care and education.

In fact, many entry-level positions across industries require basic technical skills, such as cloud computing in Google Drive and navigating social media platforms. Examples of more advanced technical skills that a job might require include programming languages, technical writing, or data analysis.

Technical skills, sometimes referred to as hard skills, that your resume/cv should always show the practical knowledge you use in order to complete tasks.

This guide will help you with the technical skills companies are expecting to see listed on your resume/cv based on the career field you are applying for.



What is the Real Estate career field?

The field of real estate is always evolving, keeping the demand strong for many jobs and careers associated with it. Real estate careers offer so many benefits to those who don't want to work at a traditional nine-to-five job. Getting a job in real estate as an agent is one of the best and most common real estate careers. Real estate agents help people sell or buy properties. Meaning, you can either be a buyers' agent or a sellers' agent. You can also be either a residential or a commercial agent:

There's a wide range of career options associated with the real estate industry – you might not even know some of them even exist! As a result, one might find it overwhelming to decide the right career path. So, if you're looking to get a job in real estate, you'll have to do your research first.



Within this career field we can find different roles you can work on, and each one has its own unique requirement you need to have included in your CV.

Guide on Technical skills for Computer Science



Possible Careers in Real Estate

Residential Real Estate Agent

Residential real estate agents facilitate the home buying process between sellers and buyers. You can be even more specialized by focusing on specific kinds of property like single-family homes, condos, luxury homes, vacation homes, or foreclosures. You'll need a license to become a residential real estate agent, but your success depends on how well you meet your clients' needs.

In addition, before getting into a real estate agent career, you need to have a **lead generation strategy**. Another requirement to succeed as an agent is having **great customer service, networking, and marketing skills**

Commercial Real Estate Agent

Commercial real estate agents are similar to residential agents, but they work in the commercial sector of the real estate industry. So, instead of houses, commercial real estate agents sell properties to businesses. Moreover, this type of real estate career requires you to have **analytical knowledge in business and finance**. This is because commercial agents work with data like gross rent multipliers, capitalization rates, and internal rates of return.

Interview and CV preparation

Guide on Technical skills for Computer Science



General skills needed

Firstly, let's have a look at some general skills useful in the Computer Science career field which you should include in your CV.

General hard skills:

- Property Portfolio management
- Market Analysis
- Database skills -data aggregation and presentation
- Data Management
- Project management
- Financial and statistical models
- Email Campaigns
- Contract drafting
- Research and reporting
- Understanding of business and finance
- Marketing

General soft skills:

- Attention to detail
- Creativity
- Time-management skills
- Teamwork and collaboration
- Problem-solving
- Critical thinking
- Client Relations and Support
- Effective planning
- Strong organization



CV example

EMMA KNUDTSON

example@example.com | (555) 555-5555 | Boise, ID 83705

PROFESSIONAL SUMMARY

Professional Real Estate Agent with more than 10 years of experience. Skilled at marketing, selling and leasing residential properties. Well-connected in the Boise community. Expansive knowledge of the city and understanding of the school system assist clients in finding the right home for their needs.

WORK HISTORY

Real Estate Agent / John L. Scott Real Estate - Boise, ID / 06.2015 - Current

- Nurture a network of hundreds of past and future clients through strong communication and social media skills
- Amassed a strong following of repeat clients
- Communicate closely with clients to understand and identify properties that meet their criteria
- Create and distribute marketing materials explaining available services
- Advocate for clients during sales and leasing negotiations
- Follow up with clients after their transaction

Real Estate Agent / Synergy Real Estate Group - Boise, ID / 05.2010 - 06.2015

- Exceeded goal of closing three or more deals per year, every year
- Developed and maintained comprehensive list of available real estate for clients seeking residential properties in the Boise area
- Developed a keen understanding of the local clientele and a deep immersion in the community, including school districts and public transportation options
- Self-taught in the creation of virtual tours of listed properties
- Successfully managed contracts, negotiations and all aspects of sales to finalize leases and purchases

SKILLS

- Home inspections
- Real estate laws
- Property inspections
- Loan knowledge
- Market monitoring
- Comparative market analysis
- Property assessments
- Strong presentation skills

EDUCATION

The College of Idaho - Caldwell, ID
Bachelor of Arts: Marketing

Interview and CV preparation

Guide on Technical skills for Computer Science



Steps to take for interview prep

- Refresh your fundamentals
- Research the company to gain an understanding of their work culture
- Prepare technical and soft skill interview questions and answers
- Prepare a portfolio to demonstrate any previous work or skills
- Be aware of your strengths and areas of improvement and have an idea of how you will improve in these areas.

Questions which are helpful to prepare

There would be a mix of standard behavioral questions and technical questions to assess your skills and where you would be most utilized within the company during your internship.

1. Tell Me About a Time You Had Difficulty Forming a Good Relationship With a Client.
2. What Technologies Do You Use to Market Homes and Attract Clients?
3. How Do You Stay Organized?
4. What are your top three skills?
5. What skills would you like to learn and why?
6. How would your coworkers and clients describe you?
7. How do you create a client base?
8. What are the most important resources buyers should be using? Why?
9. How do you manage both in- and out-of-office tasks?
10. What types of technology do you use to improve your selling and showing process?
11. What qualities do you believe make up an effective real estate professional?
12. What first sparked your interest in real estate?
13. Tell me why you are passionate about working in the real estate industry.
14. What trends do you see in local real estate? In real estate globally?
15. Why do you believe the real estate industry is relationship centric?

Remember, that this is an internship, and if there are things you are unsure of - that is completely okay! This is a learning experience and your supervisor is there to support you. Be sure to be honest and transparent regarding your skills and capabilities.