

# WRITING SAMPLE SNIPPETS

---

## CHARLENE

## MAYES

---

123.456.7890 (H) ~ 444.555.1111 (M) | [cmayes@house.net](mailto:cmayes@house.net)



**"Owning a home is a keystone of wealth - Offering financial affluence and emotional security." - Suze Orman**

---

---

### VALUE PROPOSITION STATEMENT

---

**Top-producing Real Estate Sales/Appraisal Professional. Distinguished career of 20+ years of experience. Offering full understanding of dynamics of real estate industry and successful track record developing and retaining accounts in a highly competitive marketplace.**

- † **Launched startup of diversified real estate investment, development, and asset Management Company. Built property management portfolio for 1K+ residential units and 1M+ square feet of commercial property.**
  - † **Represented private investors, banks, and limited partnerships. Consistently successful in maximizing asset value through measurable gains in occupancy, tenant satisfaction, retention, and operating cost reduction.**
  - † **Formally recognized for attaining top listings and identifying qualified prospects.**
  - † **Big-picture visionary. Leadership ability and tenacity to successfully penetrate new markets, capture market share, and accelerate corporate revenue.**
-

---

# CHARLENE

# MAYES

---

123.456.7890 (H) ~ 444.555.1111 (M) | [cmayes@house.net](mailto:cmayes@house.net)

---

## CAREER SNAPSHOT

---

### REAL ESTATE AGENT | Marlton Realtors Group, Upper Marlboro, MD | May 2004 ~ Present

- ✦ Show prospective buyers' properties that are compatible with their needs and financial resources. Accompany buyers during visits to and inspections of property. Advise potential buyers on suitability and value of homes they are visiting.
- ✦ Inspect condition of premises. Notify current owners of maintenance needs.
- ✦ Act as intermediary in negotiations between buyers and sellers. Coordinate property closings, overseeing signing of documents and disbursement of funds. Confer with escrow companies, lenders and home inspectors to confirm that terms/conditions of purchase agreements will be met prior to closing dates.

### REAL ESTATE INSTRUCTOR | Marlton Realtors Group, Upper Marlboro, MD | Apr 2002 ~ Apr 2004

- ✦ Conducted classes on Real Estate Principles and Practices which covered real estate market, real property ownership, interest, deeds and descriptions, property transfers, contracts, financing, appraising, license law, agency law, and contract law. Classroom-based instruction was designed to acquire/sustain knowledge of students interested in meeting state required real estate licensing requirements and provided continuing education hours for current licensees.
- ✦ Partnered with managing officials to make sure job analysis and surveys were conducted to identify employee skills and ensured knowledge and competencies required to certify business performance needs were being met.

---

## EDUCATION/LICENSES/AFFILIATIONS

---

Georgetown Univ, Washington, DC  
Masters of Professional Studies (MPA), Real Estate | 2005  
Bachelor of Science (B.S.), Real Estate & Property Management | 2000

---

**LICENSES:** DC Realtor Lic ~ #RES1234587 ~ Since 2004; DC Realtor Lic ~ #RES555974 Since 2004

---

**AFFILIATIONS:** Prince Georges County Board of Realtors~ Since 2004; Commercial Real Estate Women (CREW) ~ Since 2004

---

## INDUSTRY RECOGNITION

---

Real Estate Million Dollar Club | Since 2010; Instructor Award (Highest Pass Rate In Region), 2006