

REAL ESTATE JOB HUNTING TIPS

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1. Use the [Starr Career Development Center](#) (for undergraduates) or the [Zicklin Graduate Career Management Center](#). They have job postings, but they do a lot more, with workshops and advice on all parts of the job search.
2. Learn about [real estate careers](#). Other career resources:
 - a. [WSJ Career Strategies homepage](#)
 - b. [NYT/Monster.com/Vault.com Career Services & A Day in the Life](#)
3. Search actively.
 - a. Most jobs are not filled through want ads, but through contacts. Yes, you should look at the want ads and the Career Development Center job postings. If you see something interesting, go for it. But to find the job you want, you also have to network.
 - b. If you're working in the real estate industry already, you probably have contacts in other firms. Use them.
 - c. Join professional organizations -- many have reduced rates for students and recent graduates -- and join charitable organizations. Volunteering helps worthy causes, gives you a can-do reputation and accomplishments for your resume, and breaks the ice with the people you're working with.
 - d. Attend organization functions and introduce yourself to people, and attend a Career Development Center networking workshop so that you can network like a pro.
4. [Research the industry](#). That's one of the best ways to find out about companies that are doing exciting things. You should be reading newspapers and other publications that cover real estate.
5. Have a great resume ready. If a job opportunity comes up, you have something to send out ASAP.

- a. Your career objective should target the employer whom you're pitching to, even if you have to edit it before sending it out. Employers will view a candidate with the objective of "a job in the real estate industry" as unfocused. They'll be more interested in objectives like "analyst for national real estate lender" or "property manager for office buildings."
 - b. Don't just list your jobs and academic credentials. Describe the relevant skills you developed at your prior jobs and in your academic career, including specific projects. Tell them what you can do with Excel or other real estate software.
 - c. Create a visually attractive resume with good graphics, plenty of white space, and *no typos or grammatical errors*.
 - d. [Purdue OWL's resume workshop](#)
 - e. Use the Career Development Center's resume review service. They also have model resumes and provide workshops.
 - f. For an excellent article on flaws in college students' resumes and how to fix them, see Joann S. Lublin, *Managing Your Career: College Students Make Job-Hunting Tougher With Weak Resumes*, WSJ, 4/29/03 p. B1.
6. Interview well.
- a. Research the company that you're visiting, and ask specific questions about it in the interview
 - b. Speak and act strategically. The Career Development Center has workshops on everything from interviewing to how to behave at business meals.