



## SAMPLE JOB DESCRIPTION Real Estate Intern

Job Title      REAL ESTATE INTERN  
Location      Philadelphia, PA

Reports to: Realtor®  
Status: Full Time

### Job Description

We are currently seeking an intern to join our team in Philadelphia. This is an excellent opportunity for a motivated self-starter possessing strong sales skills, business acumen, and leadership potential. We offer an extensive training and development program designed to equip employees with the skills required for future success in the real estate business.

### Job Duties

- Participate in market analyses. Develop questionnaires; perform door-to-door and telephone surveys; assist in calculations and quantitative analysis; and research necessary records and statistics.
- Participate in the mortgage loan process, including credit ratings; underwriting verifications; truth-in-lending reports; closing documents; packaging loans for the secondary mortgage market; and so forth.
- Perform “in-house” appraisal functions such as obtaining comparable sales data, cost and income figures, and assembling reports for the appraisals.
- Prepare portfolios (property briefs) of prospective properties to be provided to a sales agent after the agent has qualified the client.
- Develop and maintain lists of “for sale by owner” properties for follow-up mailings and contact by the regular staff.
- Prepare advertising copy and news releases. Also, develop layouts, plans, sketches, and photography for other media. (In writing advertisements, the intern will learn the strategies and policies of the participating firm.)
- Perform maintenance and update of records; post listings, sales, and trades and analyze MLS data for absorption rates. Also, assist in the preparation of escrow papers and placing entries into escrow accounts.

### Qualifications

Currently pursuing BS/BA with GPA of 3.0 or higher  
Prefer junior or senior but will consider other class levels  
An interest in commercial real estate industry  
Proficiency in MS Word, Excel, Adobe

### To Apply

Submit your resume, cover letter and salary expectations by (date) to the following via email: