

## Objective:

To help real estate development professionals present their experience, impact, and project portfolio with clarity and authority — making them stand out to hiring managers, recruiters, and development leadership teams.

## RESUME STRUCTURE

### 1. Contact Header

Include:

Name | Title (optional) | City, Province

Phone | Email | LinkedIn (if applicable)

### 2. Professional Summary (2–4 sentences)

A snapshot of your development experience, core focus areas, and your unique contribution to past projects.

Example:

Development professional with 8+ years' experience leading mixed-use and residential projects in Metro Vancouver. Proven success in guiding rezoning, DP/BP approvals, and consultant coordination. Strong track record delivering value through design, budgeting, and project execution oversight.

**Tip: *Are you a doer or an achiever?***

**Don't just say what you did — share what you accomplished. Replace passive summaries with impact-focused statements.**

### 3. Core Competencies / Areas of Expertise

(Optional, 6–10 keywords/ bullet points)

- Development Management
- Rezoning & Entitlements
- Feasibility Analysis
- Municipal Approvals
- Pro Forma Modeling
- Consultant Coordination
- Pre-Construction Planning
- Construction Oversight
- Stakeholder Engagement

#### 4. Professional Experience

Job Title – Company Name, City, Province

April 2020 – January 2025

Use 3–7 bullet points per role to describe your responsibilities and achievements.

Emphasize:

- Scope and scale of projects (units, Square Footage, value)
- Approvals led (rezoning, DP/BP, subdivision, etc.)
- Budget or pro forma oversight
- Consultant team leadership
- Municipal or stakeholder relationships

Example Bullet Point:

Oversaw full entitlement process for a 98-unit wood frame rental building in Burnaby, including community engagement and council approval for rezoning.

***Tip: Use bold formatting to highlight key numbers or outcomes.***

E.g.: Delivered 112-unit, \$45M rental project from rezoning through construction.

***Tip: Include a short sentence below the company name describing the firm's project focus.***

**Example: "Privately held development firm focused on low- and mid-rise multi-family projects across Vancouver."**

#### 5. Education & Certifications

- Degree | Institution | Year
- Certifications (e.g. Urban Land Economics, PMP, LEED AP, etc.)

#### 6. Technical Skills

- Excel (Advanced), Procore, Bluebeam, AutoCAD, Argus, Revit, etc.

## PROJECT LIST STRUCTURE

*(Create as a separate document or appendix)*

***A Microsoft Excel sheet is great for keeping a living document as you progress through your career.***

### Format for Each Project:

Project Name – *Developer Name*

Municipality | *April 2020 – January 2025*

- Role: (e.g. Development Manager)
- Project Type: (e.g. 6-storey wood frame rental)
- Size: 98 units | 85,000 SF | \$45M
- Stage: (e.g. Under Construction, Completed, Rezoning Approved)
- Responsibilities: (Approvals, design coordination, consultant management, etc.)

**Tip:** This is where you show the **depth and scale** of your work.

Be consistent with formatting, and use reverse chronological order.

### FINAL TIPS:

- Use April 2020 – January 2025 format (Month YYYY – Month YYYY)
- Bold key data points to stand out in a quick scan
- Use metrics wherever possible
- Replace general job descriptions with impact-driven bullets
- Keep project list concise but comprehensive (ideally 5–8 key projects)
- Tailor both documents to the firm or role you're applying for

# Real Estate Development Resume Guide



DESIGN  
MATERIALS  
CONSTRUCTION  
RECRUITMENT GROUP

Thank you for using this guide to strengthen your resume and project list as a real estate development professional. We hope it supports your career journey and helps you stand out in a competitive market.

If you have any questions or would like tailored advice, feel free to reach out.

To explore more industry resources and stay up to date on compensation trends, hiring activity, and career opportunities, we invite you to:

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Detailed Resume Example on Following Pages.



# Real Estate Development Resume Example

## Contact Header

John Doe

Development Manager | Vancouver, BC

Phone: (123) 456-7890 | Email: johndoe@email.com | LinkedIn: linkedin.com/in/johndoe

## Professional Summary

Development professional with 8+ years' experience leading mixed-use and residential projects in Metro Vancouver. Proven success in guiding rezoning, DP/BP approvals, and consultant coordination. Strong track record delivering value through design, budgeting, and project execution oversight.

## Core Competencies / Areas of Expertise

- Development Management
- Rezoning & Entitlements
- Feasibility Analysis
- Municipal Approvals
- Pro Forma Modeling
- Consultant Coordination
- Pre-Construction Planning
- Construction Oversight
- Stakeholder Engagement

## Professional Experience

**Development Manager – XYZ Developments, Vancouver, BC**

*April 2020 – January 2025*

Privately held development firm focused on low- and mid-rise multi-family projects across Vancouver.

- Led the full entitlement process for a 98-unit, \$45M wood frame rental building in Burnaby, including community engagement and council approval for rezoning.
- Managed consultant teams through design, DP/BP coordination, and construction.
- Oversaw project budgeting and pro forma analysis, ensuring delivery within budget.
- Developed and maintained relationships with municipal stakeholders to expedite approvals.

## **Project Coordinator – ABC Real Estate, Vancouver, BC**

*January 2017 – March 2020*

**ABC Real Estate is a multi-family development firm specializing in urban residential projects.**

- **Coordinated pre-construction activities for a 120-unit residential complex, including feasibility analysis and consultant management.**
- **Supported the permitting process, including assisting in securing DP/BP approvals for a 75-unit, \$30M mixed-use development.**
- **Managed project scheduling, ensuring timely project milestones and closeout**
- **Provided project status updates and liaised with internal and external teams to resolve issues.**

## **Education & Certifications**

**Bachelor of Urban Land Economics | University of British Columbia | 2016**

**PMP Certification | Project Management Institute | 2019**

**LEED Green Associate | Green Building Certification Institute | 2021**

## **Technical Skills**

- **Excel (Advanced), Procore, Bluebeam, AutoCAD, Revit**
- **Argus, Microsoft Project, AutoCAD**