

How to Find a Job/ Internship in CRE

Edition 2:

Written by Eric Williams

I could go into more depth on any one of the items on this list. But this list was created to outline the steps to get an internship or job in commercial real estate. These are the steps I, and many others have followed to secure jobs and internships. Additionally, this outlines how to build your network and set yourself up for future success.

1. Identify what you have an interest in and what types of jobs you would want to do with your future goals and personality type in mind.
2. Make your LinkedIn professional. Here's a link to mine for reference:
<https://www.linkedin.com/in/ericwilliamsfsu/>.
3. Use LinkedIn as a networking tool.
4. Make your resume top notch and have multiple peers/ professionals review it and provide feedback.
5. Make sure resume is real estate focused. Use the free resources mentioned later in this list to learn more technical skills you can put on your resume. Real Estate industry specific "key words" on resume will help you get interviews, especially when you apply for positions through online portals (Many firms use applicant tracking systems to scan/ discard irrelevant applicants). For best results, learn some industry specific skills like ARGUS and display this on your resume. Stating technical skills that are valuable to the firm is going to help but also displaying things like involvement in various Trade Organizations (i.e. NAIOP, ULI, CREFC, NAR, ICSC, and others mentioned in John Crossman's Guide later in this document). This will show you are enthusiastic about CRE and want to get involved as a student (students get discounts for basically all the trade organization memberships).
6. Identify the top 3-5 regions/states in which you wouldn't mind living. (i.e., Ft. Lauderdale, Miami, Atlanta, Tampa, Charlotte, Orlando, Dallas, West Palm Beach, NYC, etc.)
7. Apply for as many jobs in these regions as you can that interest you through the job postings (Real Estate Center's social media), job boards, company websites, etc.
8. When you apply to places online. Make sure you reach out to multiple people in the office and schedule networking phone calls. This will help you get your resume pushed to the top of the list.
9. Do every interview you get invited for, even if it's not your dream job. This is great interview practice and can lead to getting a job offer that you can leverage.
10. Do Mock Interviews with professionals/ your peers to prepare for interviews.
11. Use Glassdoor and other resources to find common interview questions that employers might ask and PRACTICE ANSWERING THEM (could be in the mirror, with other students, teachers, mentors, professionals, etc.)
12. Have professionals review your resume and help craft it well.
13. Make sure you have a professional email (I.e., firstname.lastname@gmail.com)/ email signature.
14. Use LinkedIn as a powerful search tool to find people who are in a position that interests you.

15. Use LinkedIn as a sales tool to sell yourself. Your profile is an on-going and active resume that recruiters, interviewers may screen before interviewing you. You can also message people directly on here in addition to cold emailing and cold calling.
16. Set up job alerts. I.e., LinkedIn (can target cities and key words in job postings), SelectLeaders, Company websites, COB Job Boards (Linkedin, FB, Insta) etc. These should email you and notify you of various job opportunities, typically based on your preferences. I'd recommend you use a Gmail if you're graduating.
17. Read John Crossmans Guide to commercial real estate. ([NEW-CrossmanRealEstateGuide English.pdf \(crossmancb.com\)](#))
18. Use the Real Estate Center's Alumni and Friends Directory ([FSU Center for Real Estate Education & Research](#)) to find people to network with. Try to always find something in common with people you set calls with so it's easier to break the ice.
19. **Network, network, network.** Use LinkedIn, REC Directory, and other people you speak with to find people and send a minimum of 10 emails a day, 4- 5 days a week to set up short calls and learn more about what these people do and learn about different companies. (email templates at the bottom of this document). If possible, use these emails to set up in-person meetings/ coffee visits, etc. After a call send a THANK YOU NOTE and request them on LinkedIn. Send the emails in morning around 8:30/9:00am for best response rate. Follow up with people who do not respond after a week.
20. Make a networking excel spreadsheet/ CRM to track your progress and network. Update this consistently. Put their name, contact info, summary of what you talked about, date you spoke, etc.
21. Reach out to Yvonne Baker (Executive Director of the Real Estate Center). She has many employers asking for her to refer students for open positions. Many of these positions are not posted online anywhere!
22. View the [Executive Board | FSU Real Estate Center](#) for a list of the top supporters of the FSU program. To begin getting other great resources and people in your network who are willing to help, ask the people you network with who else they recommend you speak to in a particular area of real estate that interests you.
23. When networking, try to focus on networking with people in areas of real estate that most interest you. (i.e. Capital Markets Brokerage, Acquisitions, Tenant Rep Brokerage, Valuation and Advisory, Etc.) Sometimes you might need to start with a wide net and speak with professionals in various facets before you can narrow it down.
24. Typically, your cold emails/ messages will get the best response rate if they are short and concise. But you can experiment with sending longer ones. Figure out which type has the best response rate for you (I have found the shorter, the better). Don't ask for a job/ internship. Ask to speak with them and express interest in learning more about what they do and ask for their advice and have specific pre-written questions ready to go. Go into the meetings prepared with a list of questions tailored to them specifically. See bottom of document for some examples of cold emails.
25. Network with people at all levels of the company. (i.e. Analysts, Vice Presidents, Managing Directors, C-Suite Execs, etc.) Learn the differences between the levels and ask how they got to where they are in their career.
26. Always send follow up emails to everyone thanking them for their time and wisdom. For people who helped you the most, send them a handwritten thank you card. Follow up with

the people you felt a strong connection with/ were most helpful every month or so. Update them on your progress, ask them questions, stay in touch.

27. To help people remember you, send them handwritten thank you note, send them thank you email within a day of the call, connect on LinkedIn, consistently follow up. Them remembering you is crucial for long term networking success. It is also crucial if you want a job. Being the first student they think of when a job opening in their company comes up is extremely important. Often, jobs/ internships never are posted online because someone in their network gets first dibs and gets hired. Be that person.
28. Along the networking journey, figure out who helped you the most and try to keep a good relationship with them that may turn into a mentee – mentor relationship. Shoot to get at least 3 mentors who are in different stages of their careers or different areas of real estate (i.e. Someone in their 20's, 30's, 40's, etc. OR some in Brokerage, some in Real Estate Private Equity, some in Debt/ Equity, Leasing, Capital Markets, etc.) Many younger professionals will give good advice on recruiting as they have recently been through it.
29. Bounce ideas off your mentors and hear different opinions from people in different areas of real estate (These questions could be about: certain firms reputations, jobs, career paths, etc.)
30. If you ask for a job, you will get advice. If you ask for advice, you might get a job.
31. When you send follow up thank you after a call, ask if they know anyone who they think would be good for you to connect with.
32. Watch YouTube videos to build knowledge and skill set for CRE. I.e. Adventures in CRE by Spencer Burton (has a ton of free resources on his website too, [A.CRE - Real Estate Financial Modeling, Careers, and Education \(advnturesincre.com\)](http://A.CRE-RealEstateFinancialModeling,Careers,andEducation(advnturesincre.com))), Break into CRE by Justin Kivel. There's also many great paid for courses like Wall Street Prep's Real Estate courses, REFM, Break into CRE, etc. You should learn the basics of real estate pro forma modeling, the lingo of commercial real estate, etc. even before taking the courses at FSU. This can help you tremendously in networking calls and interviews.
33. Read up on current market trends, news, different cities real estate trends, and recent large transactions in commercial real estate. Follow The Real Deal on LinkedIn and other CRE Firms that interest you (i.e. Blackstone, Bridge Investment Group, Brookfield, AEW, Hines, Stockbridge, JLL, CBRE, Cushman & Wakefield, Clarion Partners, Voya, etc.). This will build your understanding of real-world market trends and different areas of the industry.
34. Make your LinkedIn a detailed version of your resume. Recruiters and employers will view this frequently while you're in your job search. Include where you want to move when you graduate in your bio.
35. To boost your LinkedIn profile, fill out all the information you can including Skills, Organizations, Honors & Awards, Certifications, etc. Ask strong connections/ mentors to endorse your skills. Try to post something that adds value to others at least once every 2-3 months. Take the "skill quizzes" for relevant skills to the jobs you're seeking.

For specific questions/ concerns please ask them in the GroupMe.

https://groupme.com/join_group/86513681/sx45goN5

Email Signature example:

Eric Williams

Real Estate & Finance Student

Florida State University '23

VP of Professional Development - Real Estate Society

(941)896-2228 | [Linkedin](#)



FLORIDA STATE UNIVERSITY
COLLEGE OF BUSINESS

Networking email templates:

***DO NOT** copy these verbatim. Put them into your own words, these are supposed to be used as a reference for you to create your own templates from scratch.*

Example #1 (shorter email):

Subject line: [FSU Real Estate Student – Looking to connect]

Good afternoon Mr. [Enter their name],

My name is [Enter your name] and I am a [enter what year you are i.e junior], [double-majoring in Real Estate and Finance] at Florida State University. I saw you [were on FSU Real Estate Center Directory] and I am reaching out to you because I am interested in your work at [XYZ Firm]. I would love to hear more about your experiences in your field. Please let me know if you would be available for a short phone call sometime.

Thank you in advance for your time!

Best regards,

[Your email signature should be here]

Example #2 (longer email):

Subject line: [FSU Real Estate Student - Seeking Advice]

Hi [Mr. So-and-so],

I hope you're doing well and had a great weekend. I am currently [a rising junior at Florida State University majoring in Real Estate and Finance]. We connected on LinkedIn a few months back, and I am interested in learning more about your experiences at [XYZ FIRM]. In the past, I interned for [XYZ Type of Firm, and currently am interning for XYZ type of firm.] I plan to pursue a career in the Commercial Real Estate industry.

Would it be possible to arrange for a short 10-15 minute phone call when you have availability? I would greatly appreciate any advice you can offer me as I prepare for my experiences in the commercial real estate industry. Looking forward to connecting.

Best regards,

[Your email signature should be here]

Example #1 (Follow-up Thank You email):

Subject line: [Thank you!]

[Hey XYZ person],

Thank you so much for your time earlier today. It was a pleasure connecting with you and learning more about [XYZ Company]. [INSERT things you spoke with them about: I really liked your advice on finding a career path by following your interests, always working hard, and checking up on yourself once per year to see if it's where you want to be.] I am going to use your advice on [enter more personalized stuff]. Those are some awesome life lessons that I will be carrying forward.

I am looking forward to keeping in touch with you and ...Go Noles!

Also, is there anyone else who you would recommend I speak with to learn more about different real estate career paths and what is a good address that I can send a thank you card to you at?

Thank you!

[email signature goes here]

LinkedIn Bio Example

“Eric Williams is a senior at Florida State University pursuing a Double Major in Real Estate & Finance with strong analytical and Excel skills, seeking to leverage those into an entry-level role in the commercial real estate industry upon graduation in May of 2023. Seeking employment in major cities including Atlanta, Dallas, and Chicago.

Background in Excel financial modeling, completed case-based ARGUS Enterprise training, active ULI member, Eagle Scout, and has internship experience in acquisitions, asset management, and development. Currently serves as the VP of Professional Development for the FSU Real Estate Society, where he enjoys helping students gain the necessary skills for a successful career in commercial real estate.

He was a 2022 Summer Analyst at Bridge Investment Group in Orlando, FL. His role was on the senior housing acquisitions and asset management team. Previously, he was a Land Acquisition Intern for Neal Communities, where he analyzed the feasibility of developing residential subdivisions, conducted market analysis, and assisted in the land entitlement and due diligence process. Prior to this, he interned as a Financial Analyst at Hive Industries, a private equity search fund, where he was responsible for developing lists of potential acquisition targets, evaluating business models/ financial statements, conducting industry research/ due diligence, and assisting in the sourcing and acquisition process of prospective companies.

Relevant skills include leadership, real estate financial modeling, market analyses, and acquisition underwriting.”

Who to Reach Out To

Alumni Directory

http://dev.business.fsu.edu/rmi/realestatecenter/alumni_directory.cfm

LinkedIn – Search job titles or companies, click the filter and selected Florida State University, then search for a professional in the market you're interested and reach out to them (better to find their email online but LinkedIn messages are fine if you cannot find their email)

Ask the people you know to 'warm' introduce you to someone they know in the industry

Interview Questions

Before the Interview

- **Search the company, position, and location on Glassdoor.com. This website is a great tool because it provides the interview questions they asked in the past, salary, company culture, etc.**
- **Research the Company** – incorporate the company's core values into your interview answers EX:
 - What is the company's mission statement? How do you resonate with it?
 - Who are the clients of the firm you are interviewing with?
 - What projects are they currently on? A great way to answer this is by reaching out to company employees and asking to schedule networking calls with them.
 - Have they been featured in any news outlets recently?

Overdress

- It is easy to become comfortable with professional fast sometimes but make sure you are still as professional as possible
- Neutral colors are always a safe option – you want the company to notice you first not your outfit
- A tie for men

Introduce Yourself to Everyone You Come in Contact With

- These are your potential team members, so make a great first impression by introducing yourself to all you come into contact with. (This includes the receptionist!)
- Stand up, look the other person in the eyes, and shake their hands.

PREPARE 2 QUESTIONS TO ASK DURING YOUR REAL ESTATE INTERVIEW

- The interview should be more of a conversation than anything.
- Remember that you, too, are interviewing this company just as much as they are interviewing you.
- Examples of Questions to ask are:
 - What goals would you like to accomplish at (insert company) in the next 3-5 years?
 - Can you tell me about yourself and how you got the role with (insert company)?
 - What resources do you recommend I do better to prepare myself for a career in Commercial Real Estate?
 - When do you plan on making this hire? I've enjoyed this time here and am very interested in this role at (insert company).

Why do you love commercial real estate?

This question is asked to see where your priorities are. Money is the obvious reason but try to answer more on the passion and love for the industry.

EX: Professionals are so willing to help and give back, it never feels like work so I can work for long period of times, making a difference in the community (only for local jobs), unlimited potential for success, not-traditional hours, can work at all times of the day (flexibility)

Where do you see yourself if 5 years?

This question is asked to get a sense for how long you are planning to be at the company. Do not say something such as "I plan to work for XYZ company for two years and learn as much as possible then I want to start my own firm". Below are some topics that are good to cover when answering this question.

Professional development – goals related to your efficiency, technical skills, work performance, and increasing performance metrics. (EX: Argus, underwriting, prospecting, negotiating, etc.)

Education – goals that prove that you have a growth mindset and value the importance of continuous learning and expanding/diversifying your skill set. (EX: CCIM certification)

Leadership – goals that show that you have the ambition and discipline needed to advance to higher, more responsible positions. (A team player that people enjoying working with and maybe for one day)

Personal development – goals that place an emphasis on soft skills that are not strictly related to work only (e.g. networking, negotiation, teamwork, conferences such as TRENDS, ICSC, ULI).

EX: “I am driven to be the best at what I do and I want to work somewhere where I’ll have opportunities to develop my skills, take on interesting projects, and work with people I can really learn from. Some of the most innovative thinkers in the industry work here and that’s a big reason why I would love to build a career here. In five years, I see myself working in a promoted position at XYZ company”.

This is a good answer because the candidate is emphasizing their focus on learning, performance, and achievement. Also complimenting the company and its reputation for hiring quality people. The reference to “building a career here” indicates an interest in sticking around and contributing. It would be good to add a more personal touch.

3 Strengths

3 Weaknesses

For **strengths** a good way to answer is “I am [STRENGTH]. I learned this through [HOW YOU DEVELOPED STRENGTH], and this allowed me to [IMPACT of STRENGTH] at my current/previous job/experience.”.

Strengths examples are: Entrepreneurial, Detail-oriented, Collaborative, Creative, Empathetic, Passionate, Problem solver, Flexible, Patient, Honest, Dedicated, Positive, Able to lead, Expert in a particular skill or software (Excel or Argus)

For **weaknesses** a good way to answer is, I used to have trouble with [WEAKNESS]. I've been working to address this by [ACTION] and I realized I was improving because [IMPACT].

Weakness examples are: Self-critical, Insecure, Disorganized, Prone to procrastination, Uncomfortable with public speaking, Uncomfortable with delegating tasks, Risk-averse, Competitive, Sensitive/emotional, Extreme introversion or extroversion, Limited experience in a particular skill or software, Real World Experience (only been using what I've learned in school)

EXAMPLE WEAKNESS:

“I'm a bit of a perfectionist, so I sometimes struggle to delegate tasks to my teammates. This has led to taking on too much. As a manager, I've tried to be intentional about recognizing the strengths of those on my team and delegating tasks that match those strengths. It was hard at first, but I've seen that by communicating clear expectations and trusting my team, they rise to the occasion and I'm able to manage projects more efficiently,”

3 Strengths

3 Weaknesses

1.

2.

3.

Technical Interview

WHAT TO EXPECT FROM THE TECHNICAL INTERVIEW

No two real estate technical interviews are the same, but all employers generally have the same objective: to be sure you have the technical skills to do the job. Most technical interviews will have a few aspects in common. They'll be several hours long (3+), held at the hiring company's office, and consist of several components:

THE CASE STUDY

The case study (or skills test) component of the interview tests your ability to value real estate using Excel (and possibly ARGUS). The company will provide you a computer with the necessary software, give you a time limit (typically 2 – 4 hours), and ask you to create a deliverable and/or answer certain questions within the allotted time.

Sometimes the company will give you a template to work from, but other times you may have to build something from scratch. Most likely you will be tested on your Excel skills, but they may also test your skills with other software. Be sure to ask in advance what skills you will be tested on, and what software you will be using.

The case may involve a debt investment, equity investment, or some blend of the two and ask you to assess the risk and/or returns from varying perspectives. The case may be to value a core acquisition or an opportunistic development. It may require you to build a ten-year DCF or a construction draw schedule. The subject matter of the case will depend largely on what the company you're interviewing for does – and so know the company, to know what will be in the case.

What to know for the modeling part

The real estate setup ((PGI → EGR → NOI → CFAF)

Risk metrics (DSCR, LTV, debt yield, default ratio, expense ratio, etc)

Return metrics (IRR, NPV, equity multiple, ROA, ROI, free and clear return, cash-on-cash, etc.)

Cap Rates – the value equation ($\text{Value} = \text{NOI} \div \text{Cap Rate}$)

Stabilized vs. unstabilized cash flows

Partnership returns (modeling waterfalls and promote structures)

Modeling debt (amortization tables, payment calculation, payoff calculation, etc)

Leases and lease structures (multifamily vs. retail vs. industrial vs. office)

Operating expenses vs. capital expenditures

FREE VIDEO/ARTICLE - <https://www.adventuresinre.com/fundamentals-of-modeling-real-estate-in-excel/>

Examples of CRE Technical Questions

Q. Describe the four main real estate investment strategies.

Core: Of the four strategies, the least risky strategy (and thus, resulting in the lowest potential returns). The strategy typically involves targeting newer properties in locations with higher occupancy rates and tenants that are of higher creditworthiness.

Core-Plus: The most common type of real estate investing strategy, which carries slightly more risk by involving minor leasing upside and small amounts of capital improvements.

Value-Add Investments: A riskier strategy in which the risk can come from less creditworthy tenants, meaningful capital improvements, or a substantial lease-up (i.e. more “hands-on” changes).

Opportunistic Investments: The riskiest strategy that targets the highest returns. The strategy consists of investments in new property development (or redevelopment).

Q. Walk me through a basic pro forma cash flow build for a real estate asset.

Revenue: The calculation starts with revenue, which is primarily going to be rental income, but could include other sources of income and will most likely deduct vacancy and leasing incentives.

Net Operating Income (NOI): Next, operating expenses are subtracted from revenue to arrive at the NOI.

Unlevered Free Cash Flow: From NOI, capital expenditures related to the purchase and sale of properties are subtracted to arrive at the unlevered free cash flow metric.

Levered Free Cash Flow: Finally, financing costs are subtracted from unlevered free cash flow to arrive at levered free cash flow.

Q. What are the three methods for valuing real estate assets?

The three methods to value real estate assets are the cap rate, comparables, and the replacement cost method.

Cap Rate: $\text{Property Value} = \text{Property NOI} / \text{Market Cap Rate}$

Comparables: The valuation is derived based on the transactional data of comparable properties, specifically based upon metrics such as the price per unit, price per square foot, or current market cap rate.

Replacement Cost Method: Investors analyze the cost of building the property that it is considering purchasing (and in general, most would avoid purchasing an existing property for more than it could be built).

Q. What is the difference between positive and negative net absorption?

Positive Net Absorption: More commercial real estate was leased relative to the amount made available on the market, which suggests there is a relative decline in the supply of commercial space available to the market.

Negative Net Absorption: More commercial space has become vacant and placed on the market compared to the amount that was leased, indicating the relative demand for commercial real estate has declined in relation to the total supply.

Q. What are the different types of leases?

Full Service: A lease structure in which the landlord is responsible for paying all of the operating expenses of the property, meaning the rental rate is all-inclusive as it accounts for expenses such as taxes, insurance, and utilities.

Triple Net: A lease structure in which the tenant agrees to pay for all of the expenses of the property, including taxes, maintenance, and insurance, all in addition (and separately) to rent and utilities. Because these expenses aren't left to the landlord to pay, the rent on a triple-net lease is typically lower than in other lease structures.

Modified Gross Lease: A lease structure in which the tenant pays the base rent at the beginning of the lease, and then takes on a proportion of other expenses such as property taxes, insurance, and utilities.

Q. If you had two identical buildings in the same condition and right next to each other, what factors would you look at to determine which building is more valuable?

The primary focus here should be on the cash flows, especially around the risk associated with the cash flows (and the creditworthiness of the tenants).

Average Rent and Occupancy Rates: Specifically, the average rents and occupancy rates of the buildings must be closely examined, as this sort of analysis can reveal differences in management and leasing (and potential issues).

Credit Risk: The riskiness of the cash flows is also a critical consideration, in which the creditworthiness of the existing (and future) tenants and the specific terms of the leases are used to gauge the credit risk.

NOI and Cap Rate: The NOI and cap rate of each property must be calculated, too. In summary, the property with a higher cash flow and less risk will be more valuable.

Your Name

555 Your Address, NY 10005

your-email@gmail.edu | 555.555.5555 | [LinkedIn profile URL](#)

EDUCATION

Your University, Your College/School - Cumulative GPA: 3._ _

City, State

Major: Bachelor of Arts/Science, ABC

Expected Graduation: Mnth Year

Minor: DEF

Honors/Awards (As Applicable): Honor 1, Honor 2, Honor 3, Honor 4 **In Alpha Order**

Scholarships (As Applicable): Scholarship Name 1, Scholarship Name 2, Scholarship Name 3, **In Alpha Order**

Relevant Coursework: Accounting class, Advanced class 1, Advanced class 2, Business class, Finance class, Quantitative class 1, Quantitative class 2 **Alpha Order** **Class purpose must be clear** (i.e., Do not put MTH II 212?!?!)

EXPERIENCE

ABC Company/Firm/Organization/Institution

City, State

Position, <<More Detail>>

Mnth Yr – Present

- Researched XYZ finance topic and ABC technology topic by surveying government databases
- Maintained database of 100 financial-technology companies to make XYZ conclusions
- Achieved an increase of over XX% in efficiency by implementing ABC... etc.
- 1 of 2 employees to be awarded... etc.

ACME Company/Firm/Organization/Institution

City, State

Position, <<More Detail>>

Mnth Yr – Mnth Yr

- Led team of X# responsible for conducting ABC
- Built/Improved XYZ database used to do ABC
- Organized XYZ presentation to address the XYZ to an audience of over X# of people

Your Company/Firm/Organization/Institution

City, State

Founder, <<More Detail>>

Mnth Yr – Mnth Yr

- Repaired, rented and sold XYZ to ABC
- Performed XYZ service for X# local buyers
- Experienced X% YoY growth by using excel to identify and validate ABC strategy

LEADERSHIP & PROFESSIONAL DEVELOPMENT

XYZ Organization/Non-Profit/Greek Org/Student Org/Volunteerism

City, State

Position/Role, <<More Detail>>

Mnth Yr – Mnth Yr

- Assisted in tutoring a classroom of XX# students...etc.
- Mentored over XX# students, increasing graduation rates by X%

XYZ Organization/Non-Profit/Greek Org/Student Org/Volunteerism/Athletics

City, State

Role/Position, <<More Detail>>

Mnth Yr – Mnth Yr

- 1 of 9 players to achieve starting position on the XYZ team

Other Affiliations: **Optional/If Needed** <<Volunteer XYZ Tutor, ABC Club, Greek Professional Organization XYZ ... etc.>>

OTHER SKILLS & INTERESTS

Computer: <<i.e., Microsoft Applications (Excel, Word, PowerPoint & Outlook), SQL, Bloomberg, Python, C++, Java, Matlab, Advanced/Applicable Apps...etc.>>

Language (Do Not List English; As Applicable): Fluent in Language, intermediate proficiency in Language

Interests: **Optional** Interest 1, Interest 2, Interest 3 **Alphabetical Order**

Eric Williams

Tallahassee, FL 32304 | 941.896.2228 | ericwilliamsfsu@gmail.com | [linkedin.com/in/ericwilliamsfsu/](https://www.linkedin.com/in/ericwilliamsfsu/)

EDUCATION

FLORIDA STATE UNIVERSITY, College of Business – Tallahassee, FL

May 2023

Bachelor of Science, Real Estate & Finance (Cumulative GPA: 3.79/4.00; Real Estate GPA: 4.00/4.00)

- Relevant Coursework: Real Estate Investments, Real Estate Valuation, Real Estate Finance, and Real Estate Law
- President's List: 3 semesters; Dean's List: 3 semesters

EXPERIENCE

BRIDGE INVESTMENT GROUP - Orlando, FL

May 2022 - August 2022

Summer Analyst, Investments

- Analyzed acquisition opportunities using offering memorandums, market data, demographics, market penetration rates, trailing 12-month financials, rent rolls, budgets, and performance assumptions to assess the feasibility of senior housing investments across major US markets
- Played an integral role on a team of 10 to create a process that efficiently aggregates accurate cap rate data for multifamily properties in Tampa and Phoenix and presented final deliverable to company executives including the executive chairman, Bob Morse
- Sourced 4 acquisition and development opportunities through personal network, including a ground up 220-unit senior housing development and the 3 Build-for-Rent (BFR) communities
- Developed process that analyzes tenant satisfaction and property performance for the firm's ~\$4.5B senior housing portfolio
- Conducted competitive market analyses (CMAs) using a proprietary scoring model to quantify the qualitative differences between competitors using 28 different property characteristics, resulting in a price/quality matrix
- Connected with executives through weekly meetings to learn about the following verticals: Client Solutions Group, Multifamily, Workforce & Affordable Housing, Office, Debt & AMBS, Opportunity Zones, Logistics Net Lease & Value-Add, ESG & Solar, Single-Family Rental, and BFR

NEAL COMMUNITIES OF SOUTHWEST FLORIDA - Sarasota, FL

May 2021 - August 2021

Land Acquisition Intern

- Created and updated financial models using Tract-Pie software to analyze the feasibility of \$101M of raw land (2,051 units) – which resulted in \$730M+ of pro forma revenue and \$140M+ pro forma profit for the company
- Conducted detailed market studies and CMAs utilizing various data analytic platforms, such as: Zonda, Metrostudy, ArcGIS, and the MLS
- Conservatively evaluated land acquisition opportunities through the Company's Land Purchase Approval (LPA) process, which included a summary of the proposed transaction, due diligence checklist, financial analysis, product recommendations, land development summary, and a competitive market analysis by home/product type. The LPA process required coordination (and input) from all the Company's various departments and business units and was approved by both the Company's President and CEO

HIVE INDUSTRIES - Houston, TX

November 2020 - February 2021

Private Equity Winter Analyst

- Co-constructed acquisition database using Microsoft Excel and Pipedrive CRM to target firms fitting acquisition criteria
- Evaluated performance documents for acquisition targets and made valuation assumptions using EBITDA multiples
- Performed comprehensive industry research and analysis to create PowerPoint presentations for the management team

LEADERSHIP & INVOLVEMENT

FSU REAL ESTATE SOCIETY - Tallahassee, FL

March 2022 - Present

VP of Professional Development

- Created a step-by-step guide to assist students in their professional development and job search
- Mentored dozens of students looking to break into the commercial real estate industry

VP of External Affairs

February 2021 - March 2022

- Connected with 40+ CRE professionals to execute 22 corporate tour visits throughout Atlanta, Orlando, Tampa, and Miami
- Assisted in the execution of 15+ general body meetings with 60+ students in attendance and scheduled guest speakers throughout 2 semesters
- Organized and led workshops on commercial real estate financial modeling, resume building, mock interviewing, and networking to assist 60+ students in their commercial real estate professional development

HONORS & AWARDS

- Merit-based Scholarships: Bank of America Endowed Scholarship, College of Business Endowed Scholarship, Crossman & Company Scholarship, Darden Restaurants Scholarship, E. Ray Solomon Presidential Scholarship, Karl and Sophie Schweizer Scholarship, Kislak Family Scholarship, Mark and Nan Casper Hillis Scholarship, Real Estate General Development Fund Scholarship, Williams Family Endowment Scholarship, and 2022 SOREP Scholarship
- Eagle Scout: Achieved the highest rank in Boy Scouts, held various leadership positions, and completed an extensive Eagle Scout Service Project

SKILLS & OTHER INFORMATION

- Trained in Excel pro forma modeling & ARGUS, fluent in property metric databases such as Yardi, NIC, ESRI, MLS, and Zonda
- Energetic self-starter who is flexible, organized, and eager to learn and grow
- Strong analytical skills with a high attention to detail and accuracy, obtained through analyst experience
- Excellent verbal, written, and interpersonal communication skills, obtained from internship experience and extracurricular leadership positions
- Student Member of CREFC, ICSC, NAIOP, and ULI

Jovan St. Victor

Jas21h@my.fsu.edu • (904) 258 9280

Current Address:

75 North Woodward Ave
Tallahassee, FL 32313

Permanent Address:

7313 Fox Grove Rd
Jacksonville, FL 32244

OBJECTIVE: Secure an INROADS internship where I may use my economics background and interpersonal skills to further company growth

EDUCATION: **Florida State University, Tallahassee, FL**
Bachelor of Science in Economics
Minor in Urban/Regional Planning
GPA 3.8/4.0 Expected graduation date: May 2024

RELEVANT COURSES:

- | | | |
|---------------------------|------------------------|---------------------------------|
| • Marketing | • Managerial Economics | • Principles of Finance |
| • Managerial Accounting | • Management | • Legal Environment of Business |
| • Statistics for Business | • Financial Accounting | • Operations Management |

PROJECTS/RESEARCH:

EMC Case Study Competition **Solution Architect** **September 2016 - November 2017**

- Conducted research in the IT infrastructure and data storage products
- Provided custom made solution proposal using data storage products for big data industry
- Prepared presentation with proposal and presented to judges, simulating a real situation resulting in first place

CROME: Sea Perch Robot Project **Team Member** **October 2016 - November 2017**

- Designed a robotic submarine made of PVC tubes combining two smaller robots able to complete challenges under the water
- Calibrated the buoyant force to equilibrate it under the water

EXPERIENCE:

Office of Community Service, Gainesville, FL **Office Assistant** **January 2016 – Present**

- Market services related to learning and community service using multiple channels of distribution to students
- Communicate directly with students, faculty, staff, and community contacts via traditional and electronic means
- Organize Spring 2016 Volunteer Fairs, which involves coordination of over 50 volunteer agencies

Ann Taylor, Orlando, FL **Client Associate** **May 2014 – December 2014**

- Managed direct sales of company merchandise
- Achieved 7% of daily gross sales for this Orlando location
- Recognized as top employee for credit card activations during Summer 2014

Office Depot, Orlando, FL **Assistant** **May 2013 – December 2013**

- Marketed company merchandise to individuals and businesses
- Completed customer service and sales training program
- Voted Employee of the Month for the months of August and October 2013

LEADERSHIP:

Indian Student Association **Dance Director** **September 2015 – Present**

- Recruit, produce, and manage a dance group of 12 members for an annual celebration
- Coordinate 2016 National Gandhi Day of Service involving over 100 members

South Asian Student Alliance **Co-Chair** **June 2013 – May 2015**

- Directed and managed cultural programming for South Asian Student Alliance
- Coordinated nationwide dance competition involving over a dozen South Asian student organizations

ACTIVITIES/AWARDS:

- | | | |
|---|----------------------|--------------------------|
| • Florida Bright Futures Scholarship | Recipient | September 2015 – Present |
| • International Business Society | Member | January 2015 – Present |
| • CHAMPS Mentoring program | Public School Mentor | May 2013 – Present |
| • Business Administration College Council | Member | December 2012 – Present |

TECHNICAL/NON-TECHNICAL SKILLS:

- Fluent in Hindi
- Microsoft Word, PowerPoint, Excel
- C++, Cobol

Jovan St. Victor

2421 Jackson Bluff Rd, Apt 327B
904.258.9280 | jovanst.victor@gmail.com
<https://www.linkedin.com/in/jovan-stvictor/>

October 5th, 2022

National Real Estate Advisors
900 Seventh Street, NW, Suite 600, Washington, D.C. 20001

Dear Hiring Team,

It is with great enthusiasm that I am applying for the Summer 2023 Real Estate Analyst position as listed in Thrive on the October 5, 2022. Your emphasis on providing a challenging, rewarding, and supportive work environment is why I want to be a part of National Real Estate Advisors. I believe my past participation in FSU Real Estate Society and FSUTRENDS a major real estate conference, my internship at Florida Department of Economic Opportunity, and my strong academic performance (GPA=3.79) make me ideally suited for this Summer 2023 Real Estate position.

This past year I have spoken and networked with many brokers and analysts and truly believe it is the perfect position to start my career. Your company commitment to employee growth, personal accountability, and team cohesiveness have greatly resonated with me. Moreover, the job duties of the Summer 2023 Real Estate Analyst fit perfectly with my interests and skill sets. I am a great fit for this opportunity because I am gaining the skills and knowledge required of me through the SEO-careers program and wall street prep. Through the SEO program I performed due diligence, earn a certificate in real estate investment, create an analytical mindset to handle large amount of research.

Thank you for your consideration for the role of Summer 2023 Real Estate Analyst. I am confident that my academic background combined with my relevant participation with the FSU Real Estate Society and SEO Careers program will enable me to make a positive and lasting impact in this role. If you require any additional information or have any questions, please do not hesitate to call me at 904-258-9280 or email me at jas21h@fsu.edu

Best regards,

Jovan St. Victor

Jovan St. Victor

2421 Jackson Bluff Rd, Apt 327B
904.258.9280 | jovanst.victor@gmail.com
<https://www.linkedin.com/in/jovan-stvictor/>

November 25st , 2022

Franklin Street
1311 North Westshore Boulevard, Suite 200, Tampa, Fl. 33607

Dear Hiring Team,

It is with great enthusiasm that I am applying for the Summer 2023 Intern position as listed in Franklin Street Website. Your emphasis on providing a challenging, rewarding, and supportive work environment is why I want to be a part of Franklin Street. I believe my past participation in FSU Real Estate Society and FSUTRENDS a major real estate conference, my internship at Florida Department of Economic Opportunity, and my strong academic performance (GPA=3.79) make me ideally suited for this Summer 2023 Intern position.

This past year I have spoken and networked with many brokers and analysts and truly believe it is the perfect position to start my career. Your company commitment to employee growth, personal accountability, and team cohesiveness have greatly resonated with me. Moreover, the job duties of the Summer 2023 Intern fit perfectly with my interests and skill sets. I am a great fit for this opportunity because I am gaining the skills and knowledge required of me through the SEO-careers program and wall street prep. Through the SEO program I performed due diligence, earn a certificate in real estate investment, create an analytical mindset to handle large amount of research. Also, I am a part of FSU Real Estate Society, which as exposed me to many different aspects of the Commercial Real Estate Industry. From corporate tours in Atlanta, to learning professionalism within the real estate industry.

Thank you for your consideration for the role of Summer 2023 Intern position. I am confident that my academic background combined with my relevant participation with the FSU Real Estate Society and SEO Careers program will enable me to make a positive and lasting impact in this role. If you require any additional information or have any questions, please do not hesitate to call me at 904-258-9280 or email me at jas21h@fsu.edu

Best regards,

Jovan St. Victor