

REAL ESTATE RECEPTIONIST JOB DESCRIPTION FOR RESUME Workbook

Real Estate Receptionist Job Description for Resume

A well-crafted description of your role as a real estate receptionist on your resume is essential to showcase your skills, experience, and suitability for prospective employers. The real estate receptionist position is a vital entry point into the real estate industry, serving as the first point of contact for clients, visitors, and team members. When detailing this role in your resume, it's important to highlight your responsibilities, skills, and accomplishments in a manner that aligns with the expectations of real estate firms. This article provides an in-depth guide on how to develop an effective real estate receptionist job description for your resume, including key duties, skills, and tips for standing out to hiring managers.

Understanding the Role of a Real Estate Receptionist

Before crafting your resume entry, it's crucial to understand what a real estate receptionist does. The role combines administrative, customer service, and organizational responsibilities, supporting real estate agents and office operations. Typical duties include answering phone calls, scheduling appointments, managing client inquiries, and maintaining the office environment. The position demands excellent communication skills, professionalism, multitasking ability, and familiarity with real estate terminology and software.

Core Responsibilities of a Real Estate Receptionist

When describing your job role, focus on core responsibilities that demonstrate your competence and contribution to the office. Here are some common duties to include:

Front Desk Management

- Greeting clients and visitors in a professional and friendly manner
- Answering and directing incoming calls promptly and efficiently
- Managing the reception area to ensure it remains organized and welcoming

Administrative Support

- Scheduling appointments and property viewings for agents and clients
- Maintaining and updating contact databases and client files
- Preparing and distributing correspondence, flyers, and promotional materials
- Assisting with paperwork, contracts, and other documentation as needed

Communication and Customer Service

- Responding to client inquiries via phone, email, or in-person
- Providing information about property listings, open houses, and office policies
- Following up with clients and prospects to nurture relationships

Office Operations and Support

- Coordinating with vendors, service providers, and maintenance staff
- Managing office supplies and inventory
- Supporting marketing efforts by posting listings and updating websites

Key Skills to Highlight on a Real Estate Receptionist Resume

To effectively showcase your qualifications, emphasize skills that align with the responsibilities of the role. These skills can be categorized into hard skills and soft skills.

Hard Skills

- Proficiency in Office Software (Microsoft Office Suite, Google Workspace)
- Experience with Real Estate CRM Software (e.g., Salesforce, Top Producer)
- Knowledge of Real Estate Terminology and Processes
- Telephone and Multi-line Phone System Handling
- Appointment Scheduling and Calendar Management
- Data Entry and Record Keeping

Soft Skills

- Exceptional Communication and Interpersonal Skills
- Professionalism and Courtesy
- Multitasking and Time Management
- Problem-Solving Abilities

- Adaptability and Flexibility
- Attention to Detail

How to Write an Effective Real Estate Receptionist Job Description for Resume

Creating a compelling resume entry involves more than listing duties; it should highlight accomplishments, quantify results where possible, and tailor the description to match job postings.

Use Action-Oriented Language

Start each bullet point with a strong action verb to demonstrate initiative and impact. Examples include:

- Managed
- Coordinated
- Facilitated
- Supported
- Streamlined

Quantify Your Achievements

Whenever possible, include numbers to provide context and prove your effectiveness:

- Handled an average of 50+ phone inquiries daily, maintaining a high customer satisfaction rate
- Scheduled and coordinated over 100 property viewings per month
- Processed and organized 200+ client files with 100% accuracy

Tailor Your Description to the Job

Review the job description and incorporate relevant keywords and skills to pass applicant tracking systems (ATS) and catch the recruiter's eye.

Sample Resume Entry

Front Desk Receptionist | ABC Real Estate Agency | June 2021 ? Present

- Greet and assist an average of 60 clients and visitors daily, ensuring a professional and

welcoming environment

- Answer multi-line phone systems, directing calls and inquiries to appropriate agents, reducing wait times by 15%
- Schedule and confirm appointments, property showings, and open houses using CRM software, increasing appointment efficiency
- Maintain organized client databases and manage confidential documentation with a 100% accuracy rate
- Support marketing initiatives by updating property listings and preparing promotional materials
- Coordinate vendor schedules and office supplies, optimizing operational workflow

Additional Tips for Crafting Your Resume

To maximize your chances of landing an interview, consider these tips:

Include Relevant Certifications and Training

If you have completed any real estate receptionist courses or received certifications (e.g., office administration, customer service), mention them prominently.

Highlight Soft Skills with Examples

Demonstrate your interpersonal skills through specific examples, such as resolving customer complaints or handling high-pressure situations.

Showcase Your Knowledge of Real Estate Processes

Mention familiarity with property listings, MLS systems, or local real estate laws if applicable.

Use a Clear and Professional Format

Ensure your resume is easy to read, well-organized, and free of typos or grammatical errors.

Conclusion

Crafting an effective real estate receptionist job description for your resume involves clearly articulating your responsibilities, skills, and accomplishments in a way that aligns with the expectations of real estate employers. Focus on using action verbs, quantifying achievements, and tailoring your descriptions to the specific job posting. By emphasizing your customer service expertise, administrative capabilities, and knowledge of real estate operations, you can craft a compelling resume that positions you as a strong candidate for a receptionist role in the competitive real estate industry. Remember, your resume is your personal marketing tool?make sure it

accurately reflects your experience and potential to contribute to prospective employers' success.

Real Estate Receptionist Job Description for Resume: An In-Depth Analysis

In the competitive world of real estate, every detail counts—especially when it comes to presenting oneself through a resume. For aspiring or current real estate receptionists, crafting a compelling job description that accurately captures their duties and skills is essential. This article explores the intricacies of the real estate receptionist job description for resume, offering a comprehensive guide to understanding, articulating, and optimizing this pivotal role for career advancement or job searching.

Understanding the Role of a Real Estate Receptionist

Before diving into resume specifics, it's crucial to grasp what a real estate receptionist's role entails. Serving as the first point of contact, this position combines administrative proficiency, customer service excellence, and a solid understanding of real estate operations.

Core Responsibilities and Tasks

A typical real estate receptionist handles a wide array of duties, including but not limited to:

- Greeting clients and visitors in a professional and friendly manner.
- Managing phone calls, emails, and correspondence efficiently.
- Scheduling appointments and property viewings.
- Maintaining and organizing the office's front desk and reception area.
- Assisting with administrative tasks such as data entry, filing, and document preparation.
- Coordinating with agents, brokers, and clients to facilitate communication.
- Handling inquiries about property listings and services.
- Managing lead generation and follow-up communications.
- Supporting marketing efforts, including updating online listings or promotional materials.
- Ensuring compliance with confidentiality and data protection policies.

Key Skills and Qualifications for a Real Estate Receptionist

For inclusion in a resume, it's essential to highlight both technical skills and soft skills that demonstrate competence and suitability for the role.

Technical Skills

- Proficiency in office software (e.g., Microsoft Office Suite, Google Workspace)
- Familiarity with real estate management software (e.g., MLS platforms, CRM systems)
- Data entry and record-keeping expertise
- Basic understanding of real estate terminology and processes
- Knowledge of scheduling and calendar management tools

Soft Skills

- Excellent communication and interpersonal abilities
- Strong organizational and multitasking skills
- Professional appearance and demeanor
- Problem-solving mindset
- Adaptability and resilience in a dynamic environment
- Attention to detail and accuracy

Qualifications and Certifications

- High school diploma or equivalent (required)
- Additional certification in real estate administration or reception (preferred)
- Prior experience in administrative or customer service roles is advantageous

Crafting an Effective Real Estate Receptionist Job Description for Resume

A well-constructed job description on a resume not only showcases your responsibilities but also highlights your achievements and skills. Here are key elements to include:

Use Action-Oriented Language

Begin each bullet point with a strong action verb to convey initiative and responsibility. Examples include:

- Managed
- Coordinated
- Facilitated
- Organized
- Assisted
- Communicated

- Supported

Quantify Achievements When Possible

Numbers provide tangible evidence of your impact. For example:

- "Handled an average of 50+ incoming calls daily, maintaining a high level of customer satisfaction."
- "Scheduled over 200 property viewings per month, ensuring timely and smooth operations."
- "Maintained an organized filing system, reducing document retrieval time by 30%."

Tailor the Description to the Job Posting

Customize your resume to reflect keywords and skills highlighted in the job listing. This increases the chances of passing Applicant Tracking Systems (ATS).

Sample Job Description for Resume

> Real Estate Receptionist

> XYZ Realty, City, State | June 2020 ? Present

> - Greeted clients and visitors professionally, creating a welcoming environment for over 100+ daily inquiries.

> - Managed multi-line phone system, directing calls to appropriate agents and handling client questions efficiently.

> - Scheduled and confirmed appointments for property viewings, maintaining an organized calendar for agents.

> - Assisted with data entry for new listings, updating the CRM system with accurate property information.

> - Coordinated with marketing team to update online listings and promotional materials.

> - Maintained the front desk area, ensuring a clean and professional appearance at all times.

> - Supported administrative tasks including invoicing, filing, and document preparation, improving office workflow.

Additional Tips for Optimizing Your Resume

To stand out, consider the following strategies:

Highlight Customer Service Excellence

Real estate receptionists are often the face of the company. Emphasize your ability to handle client concerns, provide information, and foster positive relationships.

Showcase Technical Proficiency

Mention specific software and systems you are familiar with, especially those relevant to the prospective employer.

Emphasize Multitasking and Organizational Skills

Demonstrate your ability to juggle multiple responsibilities efficiently, a critical aspect of the role.

Incorporate Professional Development

Include any relevant certifications, courses, or workshops that enhance your qualifications.

Understanding the Broader Impact of the Role

While often viewed as an entry-level position, the real estate receptionist role is vital for the smooth functioning of real estate agencies. It acts as a bridge between clients, agents, and administrative staff, directly influencing customer satisfaction, operational efficiency, and ultimately, the success of the business.

Career Progression Opportunities

Experience gained as a receptionist can lead to roles such as:

- Administrative Assistant
- Office Manager
- Real Estate Assistant
- Sales Coordinator
- Property Manager

Emphasizing skills and achievements in your resume can open pathways for advancement within

the industry.

Conclusion: The Strategic Importance of a Well-Defined Job Description for Resume

Crafting a detailed and strategic real estate receptionist job description for resume is more than a mere listing of duties. It's an opportunity to showcase your skills, achievements, and professional value. By using clear, action-oriented language, quantifying successes, and tailoring content to specific roles, candidates can effectively demonstrate their suitability and stand out in a competitive job market.

In essence, the role of a real estate receptionist is foundational to a thriving real estate business. Articulating this role convincingly on a resume not only captures the essence of the position but also paves the way for career growth and new opportunities within the dynamic property industry.

Question What key responsibilities should be highlighted in a real estate receptionist job description for a resume? Key responsibilities include greeting clients, answering phone calls, scheduling appointments, managing office correspondence, maintaining property listings, and providing administrative support to agents. Which skills are most important to emphasize for a real estate receptionist on a resume? Important skills include excellent communication, organization, customer service, multitasking, proficiency in office software, and basic knowledge of real estate processes. How can I showcase my experience with client interactions in a real estate receptionist resume? Highlight your experience in greeting clients, scheduling viewings, addressing inquiries, providing information about properties, and maintaining positive client relationships. What keywords should I include in my real estate receptionist resume for ATS optimization? Include keywords like 'client greeting,' 'appointment scheduling,' 'property listings,' 'customer service,' 'administrative support,' 'phone management,' and 'real estate CRM.' How do I demonstrate organizational skills in my real estate receptionist resume? Describe your experience managing multiple schedules, maintaining accurate records, coordinating meetings, and handling administrative tasks efficiently. Should I include any specific software knowledge in my real estate receptionist job description? Yes, mention familiarity with real estate CRM systems, MS Office Suite, email management tools, and calendar applications to showcase technical competency. What achievements can I include to make my real estate receptionist resume stand out? Include achievements like improving appointment scheduling efficiency, enhancing client satisfaction scores, or successfully managing a high-volume front desk environment.

Related keywords: real estate receptionist, job description, resume keywords, front desk assistant, property management, client communication, administrative support, real estate industry, customer service, office administration

Description In Literature And Other Media Studies

description in literature and other media studies is a fundamental concept that plays a crucial role in understanding how texts, images, performances, and other forms of media communicate meaning. Whether analyzing a novel, a film, a photograph, or a digital artwork, the way in which descriptions are crafted and interpreted shapes our understanding of the content, context, and cultural significance of various media. This article explores the multifaceted nature of description in literature and media studies, examining its functions, techniques, and significance in shaping narratives, characterizations, and viewer or reader engagement.

Understanding Description in Literature and Media Studies

Description, at its core, involves the detailed portrayal of characters, settings, objects, actions, or abstract concepts through language or visual elements. It serves multiple purposes, such as creating vivid imagery, establishing mood, conveying character traits, or providing contextual background. In literature, description often appears as a literary device that enhances storytelling by painting mental pictures for the reader. In media studies, description extends beyond words to encompass visual and auditory representations that influence audience perception.

The Functions of Description

Description fulfills several key functions across literature and media:

1. Creating Imagery and Visualisation

- Helps the reader or viewer form mental images.
- Enhances the sensory experience of the narrative.
- Facilitates immersive engagement with the text or media.

2. Establishing Mood and Atmosphere

- Descriptive details set the emotional tone.
- For example, dark, foreboding descriptions evoke suspense or fear.

3. Characterization and Development

- Descriptions of appearance, behavior, or speech reveal personality traits.

- Internal monologues or vivid descriptions provide insights into characters' motives.

4. Conveying Setting and Context

- Descriptions situate the narrative within specific cultural, historical, or geographical contexts.
- They help establish the world-building essential in genres like fantasy or science fiction.

5. Symbolism and Thematic Reinforcement

- Descriptive imagery can symbolize abstract ideas.
- For example, decay and darkness might symbolize moral corruption.

Techniques of Description in Literature

Authors employ various techniques to craft effective descriptions:

1. Use of Sensory Details

- Engaging the five senses to create a rich, immersive image.
- Example: "The aroma of baked bread wafted through the air, warm and inviting."

2. Figurative Language

- Similes, metaphors, personification, and symbolism enhance descriptive depth.
- Example: "The city was a jungle of steel and glass."

3. Specificity and Detail

- Precise descriptions bring clarity and vividness.
- Example: "Her hair was a cascade of golden curls, shimmering in the sunlight."

4. Economy and Brevity

- Balancing detail with conciseness to avoid overwhelming the reader.
- Skillful writers often use minimal but impactful descriptions.

5. Point of View and Perspective

- Descriptions vary based on the narrator's or character's perspective.
- First-person descriptions may be subjective, while third-person can offer a more objective view.

Description in Other Media Studies

In media studies encompassing film, television, digital media, and visual arts, description involves visual analysis, sound design, and textual elements that shape audience interpretation.

1. Visual Description in Film and Photography

- Composition, color palette, framing, and visual symbolism contribute to the narrative.
- Critical analysis often examines how visual elements evoke emotions or reinforce themes.

2. Sound and Auditory Description

- Music, sound effects, and dialogue provide additional layers of meaning.
- For example, ominous music can heighten tension even without visual cues.

3. Narrative Description and Exposition

- Voice-over narration or textual overlays offer explanations or insights.
- These descriptions guide audience understanding and engagement.

4. Digital and Interactive Media

- Descriptive elements are integrated into interfaces, menus, or interactive features.
- User experience design relies on clear descriptions to facilitate navigation and comprehension.

The Role of Description in Narrative and Audience Engagement

Effective description is central to storytelling across all media forms. It influences how audiences interpret characters, settings, and themes, fostering emotional connections and intellectual engagement.

1. Enhancing Narrative Depth

- Descriptive details add layers of meaning, making stories more complex and compelling.

2. Building Atmosphere and Mood

- Consistent descriptive cues establish the emotional landscape of a story or media piece.

3. Influencing Audience Perception and Interpretation

- Selective description guides viewers' or readers' focus, shaping their understanding and emotional response.

Challenges and Considerations in Using Description

While description can enrich narratives, over-reliance or poorly executed descriptions may have drawbacks:

- **Over-Description:** Excessive detail can bog down the narrative and reduce pacing.
- **Under-Description:** Insufficient detail may leave the audience confused or disconnected.
- **Cultural Bias:** Descriptions rooted in stereotypes can perpetuate biases.
- **Subjectivity of Interpretation:** Different audiences may interpret descriptions differently based on their backgrounds.

Effective use of description requires balancing detail, clarity, and audience expectations.

Conclusion

description in literature and other media studies is a vital tool for storytelling, analysis, and interpretation. Whether through vivid imagery, sensory details, or visual composition, description shapes how narratives are constructed and understood. It bridges the gap between the creator's intent and the audience's perception, making it an essential element across all forms of media. Mastery of descriptive techniques enhances both the craft of creation and the depth of analysis, enriching our engagement with stories and media in profound ways.

By understanding the functions, techniques, and implications of description, students, critics, and creators can better appreciate the power of language and visuals in shaping meaning, evoking

emotion, and constructing cultural realities.

Description in Literature and Other Media Studies

In the realm of storytelling, whether through novels, films, television, or digital media, the way creators portray characters, settings, and events significantly shapes audience perception and emotional engagement. At the heart of this process lies the concept of description—a fundamental narrative device that helps bridge the gap between the imagined and the perceived. In literature and media studies, understanding how description functions offers valuable insights into how stories are constructed, how meaning is conveyed, and how audiences are invited to interpret the world presented before them. This article explores the multifaceted role of description across various media, examining its techniques, functions, and significance within storytelling.

Defining Description in Literature and Media

What Is Description?

At its core, description refers to the detailed depiction of characters, settings, objects, actions, or ideas within a narrative. It involves using language—be it words, images, or sounds—to create a vivid mental or sensory picture in the audience's mind. Unlike narration, which reports or summarizes events, description aims to evoke imagery and emotion, immersing the audience more deeply into the story's universe.

The Scope of Description

Description is not limited to verbal or written texts. It spans a broad spectrum, including:

- Literary Description: The detailed portrayal of scenes, characters, and atmospheres through prose.
- Visual Media: Cinematography, set design, costume, and visual effects that visually construct worlds.
- Audio Media: Sound design, music, and voice-over that add layers of sensory detail.
- Digital Media: Interactive descriptions through user interfaces, virtual reality environments, and multimedia presentations.

Despite the varying media, the core purpose remains: to craft an experience that is rich, believable, and engaging.

The Functions and Significance of Description in Storytelling

Creating Atmosphere and Mood

Description is instrumental in establishing the atmosphere of a story. Through descriptive details, creators can evoke feelings of suspense, tranquility, dread, or joy. For example, a foggy, dimly lit street in a noir film instantly conjures a sense of mystery, while lush, sun-drenched landscapes in a novel evoke warmth and vitality.

Character Development

Descriptions of characters' physical appearance, mannerisms, speech patterns are crucial for reader or viewer understanding. They help shape perceptions, influence judgments, and add depth. For instance, a character described as "wearing a battered trench coat and speaking in rasping tones" immediately suggests a rough, perhaps mysterious personality.

Building Setting and World-Building

In speculative fiction, historical novels, and documentaries, detailed descriptions of settings foster immersion and believability. Whether describing the alien architecture of a distant planet or the bustling streets of a historical city, these details anchor the narrative in a tangible world.

Conveying Themes and Symbolism

Descriptions often carry symbolic weight, reinforcing themes or motifs. For example, the recurring image of decaying flowers in a story about mortality underscores themes of decay and impermanence.

Guiding Audience Interpretation

By emphasizing particular details, creators can direct audience focus and interpretation. A description highlighting a character's trembling hands and anxious eyes signals nervousness, guiding viewers' understanding of their internal state.

Techniques of Description in Literature

Direct and Explicit Description

Explicit descriptions present clear, detailed imagery to the audience. Classic literature often employs this approach, providing vivid descriptions of characters and settings. For example:

> "She had piercing blue eyes, her hair jet black and flowing, and a smile that could light up the darkest room."

This straightforward approach ensures clarity and immediate visualization.

Implicit and Suggestive Description

Rather than spelling out details, writers often imply or suggest characteristics, prompting readers to infer. This technique encourages active engagement. For example:

> "He avoided her gaze, fingers nervously twisting the edge of his coat."

Readers deduce nervousness without explicit statements.

Use of Sensory Details

Effective descriptions often appeal to multiple senses—sight, sound, smell, touch, taste—to create a rich tapestry. For instance, describing a scene as "the aroma of freshly baked bread wafted through the air, mingling with the distant chime of church bells" immerses the audience more fully.

Symbolism and Metaphor

Descriptions employing metaphors or symbols deepen meaning. An example:

> "The room was a tomb, silent and sealed tight, shadows lurking in every corner."

This metaphor conveys a sense of death or danger beyond literal description.

Pacing and Focus

Authors manipulate the level and detail of description based on narrative pacing. Rapid scenes may feature minimal descriptions, while introspective or pivotal moments often involve elaborate details.

Description in Other Media: From Literature to Film and Digital Platforms

Visual Imaging in Film and Television

In cinema, visual description is achieved through cinematography, set design, costume, and visual effects. Directors use these tools deliberately:

- Lighting: Bright, high-key lighting for cheerful scenes; low, shadowy lighting for suspense.
- Color Palette: Warm tones evoke comfort; cold tones suggest alienation.
- Framing and Composition: Close-ups focus on facial expressions; wide shots establish

environment.

These visual descriptions serve to communicate mood and character without dialogue, often relying on viewers' subconscious associations.

Sound and Audio Descriptions

Sound design complements visual description:

- Music: Sets emotional tone.
- Ambient Sounds: Reinforce setting (e.g., city noise, nature sounds).
- Voice-over/Narration: Adds descriptive commentary or internal monologue.

In media accessibility, audio descriptions provide narrators who describe visual elements for visually impaired audiences, highlighting the importance and universality of descriptive techniques.

Digital and Interactive Media

Video games, virtual reality, and interactive websites utilize layered descriptions:

- Environmental storytelling: Details within the environment suggest history and narrative.
- User Interface Design: Descriptive icons and menus guide user actions.
- Narrative Texts: Descriptions within dialogues or on-screen prompts enhance immersion.

The interactive nature allows audiences to explore descriptions actively, shaping their understanding of the story world.

The Art and Science of Effective Description

Balancing Detail and Brevity

Effective description strikes a balance?providing enough detail to create vivid imagery without overwhelming the audience. Over-describing can slow pacing, while under-description risks confusion or superficial understanding.

Contextual and Cultural Considerations

Descriptions are often shaped by cultural context and target audience. What is considered vivid or appropriate in one culture may differ in another. Writers and media creators must be aware of these

nuances.

The Role of the Audience's Imagination

Descriptions serve as a foundation for audience imagination. Skilled creators provide enough detail to spark mental images but leave room for interpretation. This collaborative process enhances engagement and personalization of the story.

Conclusion: The Power of Description in Crafting Meaning

Description in literature and media studies is more than mere ornamentation; it is a vital tool that shapes narrative structure, emotional tone, and audience perception. Whether through detailed prose, evocative visuals, or layered soundscapes, description helps bridge the gap between story and audience, transforming abstract ideas into vivid, tangible experiences. As storytelling continues to evolve with new technologies and platforms, the art of description remains central—an enduring element that enriches our understanding of the human experience across all forms of media.

Understanding how description functions allows creators to craft more compelling stories and enables audiences to appreciate the subtle artistry behind every scene, character, and setting. As both an art and a science, description continues to be a powerful force in the storytelling landscape, inviting us to see, hear, and feel worlds beyond our immediate reach.

Question What is the role of description in literature? In literature, description serves to create vivid imagery, establish setting, develop characters, and evoke emotions, helping readers visualize scenes and immerse themselves in the story. How does description differ between literature and visual media? In literature, description relies on language to evoke images and sensations, whereas in visual media like film and television, imagery is conveyed directly through visuals, making description more about framing and visual cues. Why is descriptive writing important in media studies? Descriptive writing is important because it helps analyze how media creators construct worlds, develop characters, and influence audience perception through detailed visual and textual cues. What are some common techniques used in descriptive language across media? Common techniques include imagery, symbolism, metaphors, sensory details, and tone, which help create immersive and meaningful descriptions in both literature and multimedia content. How can description be used to analyze themes in media studies? Description can reveal underlying themes by highlighting visual motifs, language choices, and narrative details that reflect cultural values, social issues, or ideological messages. What is the significance of descriptive analysis in digital media? Descriptive analysis in digital media helps understand how visual and textual elements influence audience engagement, perception, and interpretation of digital content. How has the role of description evolved with the rise of multimedia and interactive media? With multimedia and interactive media, description has become more dynamic and multi-sensory, integrating visual, auditory, and tactile elements to create more engaging and immersive experiences.

Related keywords: literary analysis, narrative techniques, character development, thematic analysis, genre studies, media critique, storytelling methods, textual analysis, aesthetic evaluation, cultural context

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