

# Healthcare Traveler Resume & Interview Toolkit



TNAA's exclusive guide to landing the  
travel assignments you *want*.

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# Resume Guide for Healthcare Travelers

Creating a standout resume is crucial in securing the travel healthcare assignments you dream of—and there are some key differences between traveler and staff resumes. Your resume must highlight your skills, experience, and adaptability to show recruiters and hiring managers why they should hire you!

**Here's how to craft a resume that will help you land the contracts you want.**

## Contact Information

- Make sure your contact details are at the top, bold, and easy to find:
  - Name and Credentials
  - Address: Use your tax home address
  - Phone Number: Provide a reliable number where you can be easily reached

## Professional Summary

- A concise paragraph that highlights your qualifications and appeals to hiring managers:
  - Specialties and years of experience
  - Focus on your current specialty for travel assignments
  - Memberships in relevant professional organizations

## Licenses & Certifications

- Showcase your qualifications:
  - Active state licenses and relevant certifications (e.g., ACLS, BLS, PALS)
  - Specialized training and advanced certifications
  - List instructor roles if applicable

## Clinical Experience

- Focus on the past 7 years, listed in reverse chronological order:
  - Highlight expertise and diverse experiences
  - For travel roles, list the agency as the employer, followed by facilities:
    - Agency Name:
      - Facility #1, Dates, EMR used, etc.
      - Facility #2, Dates, EMR used, etc.

## Education

- List completed degrees, certifications, and ongoing education



## Achievements

- Brag a little! Include:
  - Quantifiable patient outcomes
  - Committees or process improvements
  - Awards (e.g., DAISY Award)
  - Preceptor or mentorship roles

## Skills

- Highlight relevant skills, such as:
  - EMR systems (e.g., Epic, Cerner)
  - Specialized equipment experience

## References

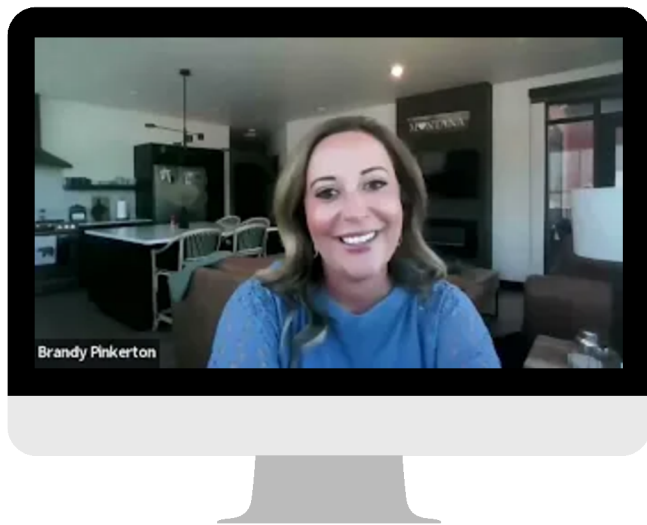
- Provide 2-3 professional references, with their permission.
- Ideal references:
  - Managers or supervisors
  - Charge nurses or senior team members



**Pro Tip:** *Having worked with multiple agencies is perfectly fine!*



# Go Deeper With TNAA's Resume Webinar!



Want to dive deeper into crafting the perfect traveler resume? Watch our on-demand webinar where seasoned travel nurse and travel mentor Brandy Pinkerton of Travel Nurse 101 breaks down her tried-and-true tips for resume success!

Hosted Brandy  
from TN101!



On-Demand Session



Watch on your  
own time!

Catch this session and others at [ub.tnaa.com/masterclass-library](https://ub.tnaa.com/masterclass-library)



## CONTACT

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## EDUCATION

School Name: \_\_\_\_\_

Degree: \_\_\_\_\_

Year Graduated: \_\_\_\_\_

## SKILLS

(Include certifications & top skills)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CHARTING SOFTWARE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EXPERIENCE

Agency Name: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Type & Bed Size: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date Started - Date Ended: \_\_\_\_\_

Highlights:

- ▶
- ▶
- ▶
- ▶

Agency Name: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Type & Bed Size: \_\_\_\_\_

Job Title: \_\_\_\_\_

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Highlights:

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Date Started - Date Ended: \_\_\_\_\_

Highlights:

- ▶
- ▶
- ▶
- ▶

# Qualities Hiring Managers Look for in a Traveler



**Flexibility** - Able to adapt to change and to shifts

**Assertiveness** – Ability to identify and ask for what needs to be done

**Interpersonal skills** – Outgoing, open-minded, excellent communication skills

**Willingness** – To float, work different shifts, hit the ground running

**Organizational skills** – Traveling requires excellent time management skills

## How to make a good first impression

- Smile
- Be upbeat and positive
- Have confidence - you've got this!
- Dress professionally
- Avoid background noise and other distractions
- Make a Good First Impression

# Before Your Interview

- ▶ Make sure that your voicemail is set up and cleaned out.
- ▶ Don't screen your calls! Be prepared to answer calls from unknown or unfamiliar numbers.
- ▶ Let your recruiter know days and times that work well for you for interviews to ensure that you will connect with the hiring manager.
- ▶ Most travel positions will only do one interview followed by the offer, so find out everything you need to know during your interview. That way, you can decide if you will accept an offer.
- ▶ Research the facility and review our interview questions guide before your interview so you are fully prepared.



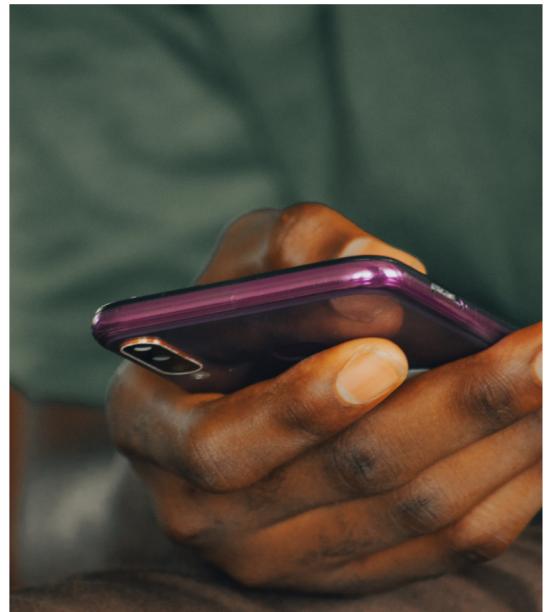


# During the interview

## Dos and Don'ts

### Do:

- Ask open-ended questions to get the information you need
- Ask clinical questions about the unit to show you are qualified and a good fit
- Sell yourself and your skillset to show you bring value to the unit
- Make yourself the solution to their staffing problems
- Get your interviewer's contact info to follow up with them after the interview



### Don't

- Discuss pay
- Spend the majority of the interview ensuring your scheduling requests are met
- Answer interview questions with a simple yes or no. Expand on the question as much as possible

# Wrapping up the interview

If you want the job, let them know! “This sounds like a good fit. When might you be making your decision? I will let my recruiter know that I am interested and would accept your offer.”



**Pro tip:** Be sure to get your interviewers name and email so you can send a follow up email thanking them for their time and it makes you stand out above the crowd!



# Automated Interview or Voice-Recorded Interview

Some clients may opt for an automated or voice-recorded interview. Many times, this interview is a “filter” for a facility. If you pass the initial screen, you may have a follow-up interview with someone at the facility. However, this may be your only interview, so this is the chance to sell yourself and your skills.



## Pro Tip

Once you’ve completed your interview, call your recruiter to discuss it while it’s fresh in your mind!

## Tips for an Automated or Voice-Recorded Interview:

- Check your email for notifications and links to an automated interview
- Be prepared to answer questions clearly and concisely
- Some platforms allow for questions at the end of the automated questions or via email afterward. If you have questions but are unable to ask, follow up with your recruiter so they can get the answers for you