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| **Nicole’s ePortfolio Checklist** |
| **Items** |
| **Personal** | Introduction/Personal Information – career objective, goals, and work history |
| Cover Letter |
| Curriculum Vita (CV), or link to online resume |
| Academic Record |
| **Artifacts** | Sample Lesson Plan |
| Teaching Evolutions |
| **Other Important Issues** |
| **Reminders** | Spell Check all elements |
| Build a website to showcase ePortfolio |
| Carry hard copies and the web link to all interviews |
| Make sure to create back-up copies or ePortfolios |
| Remember to update ePortfolio and print new copies |