To: Applicants  
From: The REAP Team  
RE: Helpful Tips

Greetings REAP Applicants,

The school year is winding down and summer is on the horizon! REAP is full of employment opportunities and to make your job search easier, we have included some helpful tips.

**Cover Letters – General vs. Targeted**

Most REAP states have an optional cover letter subsection (except CTREAP, OHREAP and USREAP). You may compose a cover letter that contains up to 2000 characters. We recommend that you make your cover letter general since it may be viewed by multiple schools/districts. If a school or district asks you for more specific information, such as salary requirements, you may reach out to the school district and arrange to send your cover letter as a direct email (independent of REAP).

**Cyber & Virtual Schools**

In today’s educational job marketplace there are employment opportunities that extend beyond the traditional classroom. Due to breakthroughs in technology, positions with online schools (often called “virtual” or “cyber” schools) are viable employment options. REAP has several member organizations that offer opportunities to teach online classes. The following schools are cyber or virtual schools: 21st Century Cyber Charter School (PAREAP), Great Lakes Cyber Academy (MIREAP), Pennsylvania Leadership Charter School (PAREAP), Michigan Connections Academy (MIREAP) and Legacy Virtual Academy (MOREAP). Check out the opportunities that these organizations offer!

**Usernames are Permanent**

Please choose your applicant username carefully. Once a username has been created and selected, it cannot be changed. The only way a new username can be assigned is for an applicant to start an entirely new application. Usernames are case sensitive and are limited to 10 characters. Passwords, on the other hand, can be changed by doing the following: log in, click on “My Home”, click on the “Change password/change email” box, remove the old password, enter the new password and click “Next”. If you forget your username or password, we can retrieve it for you. Just click on “forgot your username/password?”, enter your password, enter your email address and then click on “Get password”.

We hope that the information that REAP Notes provides helps to make searching for positions on REAP an even better experience for applicants. We strive for continuous improvement and appreciate your feedback and suggestions.

Best Regards,  
Your REAP Team