

## Letter in Response to a Box Number

'To Whom it May Concern' is appropriate when replying to a box number because no company name is provided in the ad and the correct individual cannot be identified.

### Paragraph 1

Make reference to the advertisement and note the position for which you are applying.

### Paragraph 2

Emphasize the particular skills and experiences which qualify you for the position.

### Paragraph 3

Refer to your resume and request an interview. List an email address and phone numbers where you can be reached easily. Do not list a work number if your current employers are unaware of your job hunt.

Room 206, Blanton Hall  
Montclair State University  
Upper Montclair, NJ 07043  
April 3, 200x

Box 1234  
West Jay Street  
Times Square  
New York, NY 10036

To whom it may concern:

Your advertisement in yesterday's **New York Times** for an assistant industrial engineer in the production department of your electronics firm is of special interest to me.

As a college senior majoring in physics, I believe I have the right combination of theoretical and practical experience for this position. My summer work for XYZ labs as an electronics technician, combined with both my college lab work and knowledge of management principles, make me particularly aware of the special concerns of a company involved in electronics production.

My resume details the specifics of my education and business background including relevant course work, and I would be happy to provide you with further information. I am very enthusiastic about the possibility of working for an electronics firm as an assistant industrial engineer and would like to meet you personally. I can be reached at (973) 575-1234 between 8 a.m. and 5 p.m. or at (973) 655-4321 any evening after 6 p.m. Additionally, my e-mail address is GreerE1@montclair.edu should you prefer to contact me that way.

Yours truly,

Elaine Greer

Enclosure