**HEATHER BELLMAN, BA *HR Communications/Employee Relations Executive***

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**RE: APPLICATION FOR DIVERSITY AND INCLUSION SPECIALIST**

To whom it may concern,

Thank you in advance for considering this letter and the attached resume in application for the Diversity and Inclusion Specialist role within your organization. I have enjoyed a 18-year career in progressive leadership, diversity and strategic roles within Bell Canada where I contributed to employee effectiveness through the provision and communication of consistently strong HR programs and policies. I am confident that I can be an asset to your management team and am pleased to offer the following specific skills and abilities:

* Possess a proven track record in developing, implementing and monitoring winning HR programs in the areas of Diversity, Inclusion, Recruitment and Employee Motivation.
* Highly successful at attaining employee support for new programs or policies through innovative communication strategies via traditional newsletters or web-based communication methods including webcasts, webinars, wikis and email blasts.
* Gained extensive hands-on experience in a fast-paced call centre environment with proven contributions to enhanced efficiency, productivity and ability to exceed corporate objectives.
* Liaise equally well with front-line staff and senior executives. While Associate Director of the HR PMO at Bell Canada, provided regular, detailed updates regarding HR program results and metrics to all key corporate stakeholders up to and including the CEO.
* Effectively positioned Bell Canada as a cutting-edge leader in Diversity and Inclusion programs. Received a citation from MacLean’s Magazine in response to the identification and recognition of several women business leaders at Bell.
* Successfully revamp Bell’s largest recognition program (Ovation). Streamlined program processes, redesigned structure and enhanced the program in order to better meet corporate objectives. Effectively reduced errors by 45%, reduced application time by 42% and increased employee engagement.

Please do not hesitate to contact me 24/7 at either the email address or phone number above should you require further information. Additionally, I will follow-up with you in the near future to discuss the possibility of an interview. I look forward to the opportunity to contribute to your organization’s success.

Yours truly,

Heather Bellman