

# Alumni internship *programme*



ST ANDREW'S  
CATHEDRAL SCHOOL

## 1. Internship description

Company name

Location

Company description

## 2. Internship details

Start date

Finish date

Number of days per week

## 3. Duties and responsibilities

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ABN: 34 429 367 893  
CRICOS Registration: The Council of  
St Andrew's Cathedral School 02276M

Sydney Square  
Sydney NSW 2000, Australia  
T +61 2 9286 9500

[www.sacs.nsw.edu.au](http://www.sacs.nsw.edu.au)



#### 4. Desirable attributes

#### 5. Application process

Please prepare a resume as well as a covering letter stipulating your interest in the above internship and your suitability for this role.

Submit your application in a Word or PDF format to Richard Hansen, Alumni Relations Manager, via email at [alumni@sacs.edu.net.au](mailto:alumni@sacs.edu.net.au)

The resume should include:

- Any relevant work experience
- Current and past tertiary courses of study
- A minimum of two references (employment references are preferred but not essential)
- Contact details
- Availability for the role in 2023/2024.

Shortlisted candidates will be contacted by the host company.

Remuneration, timing and 2023 commencement date for the internship will be negotiated directly between the successful candidate and host company. Please note the internship is first and foremost a learning experience. The benefits of the opportunity afforded to the intern will be considered in the remuneration.

**Applications close 31 October 2023**