MATURA WRITING TASKS

CV (CURRICULUM VITAE)

Level B1

Your goal at B1: Set out a clear, tidy CV with the right sections in the right order. Use short phrases (not full sentences), list things most recent first, and keep it neat.

B1 · PHASE 1 – MATCH THE INFORMATION TO THE SECTION

A CV puts information into sections. Match each piece of information to its section. **Careful – they are not in the same order!** Write the pairs, e.g. 1–d.

Section	Information (mixed up)
1 Personal details	a Fluent English, basic German, driving licence
2 Education	b dominik.novak@email.com, 040 123 456
3 Work experience	c Football, photography, volunteering
4 Skills	d Summer waiter at Café Central, 2024
5 Interests	e Gimnazija Maribor, 2021–2025

TASK: Then suggest one more section you could add to a CV.

B1 · PHASE 2 – ACTION VERBS (MATCH)

CVs use strong action verbs. Match each verb to the task it describes. **The order is mixed up.**

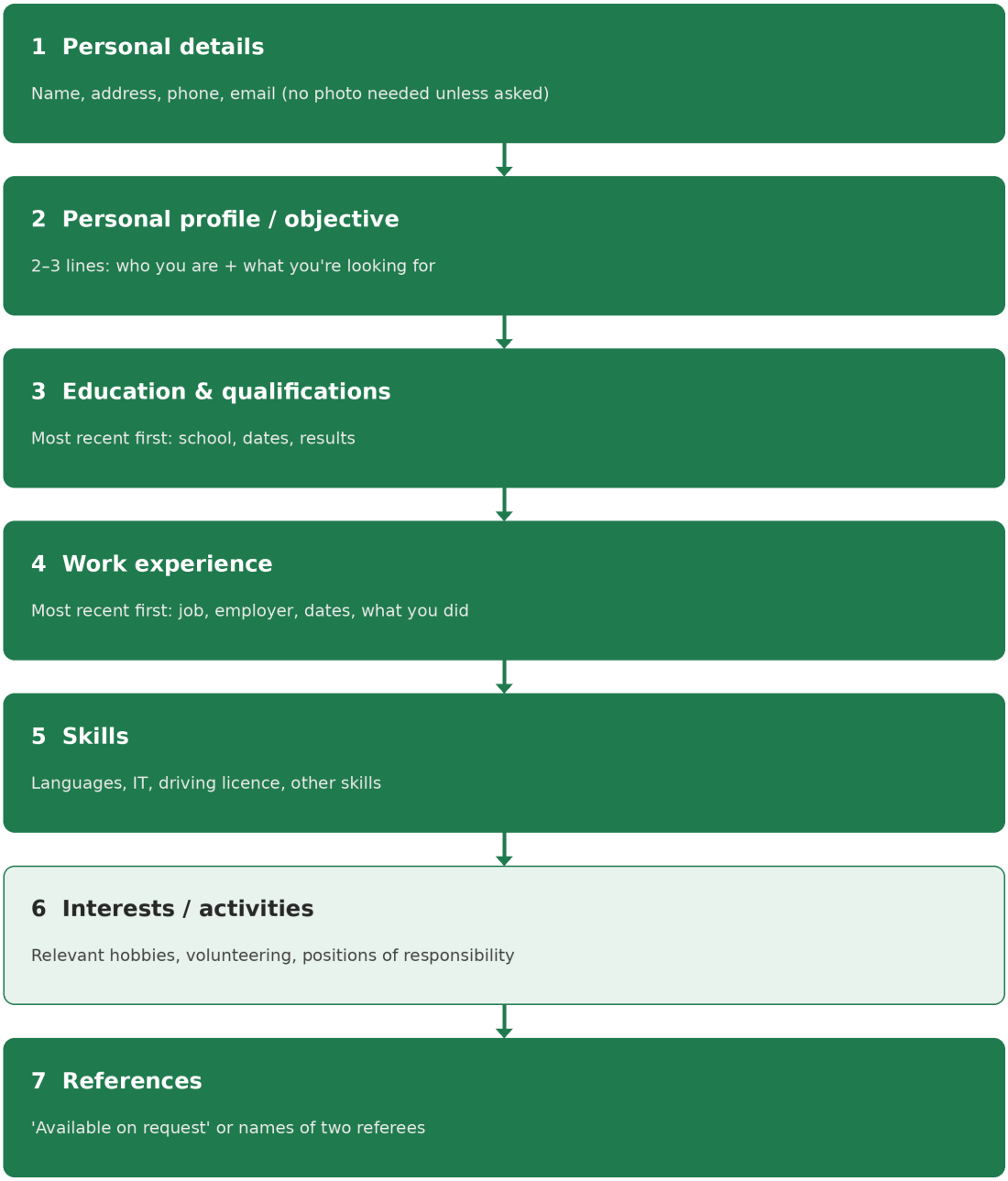
Action verb	Task (mixed up)
1 Served	a worked with a group to reach a goal
2 Organised	b gave food and drinks to customers
3 Helped	c planned and arranged an event
4 Collaborated	d gave support to people who needed it

TASK: Write one CV phrase of your own beginning with each action verb.

B1 · THE LAYOUT YOU ARE BUILDING TOWARDS

Study this layout before you start. A CV is not a letter or an essay: it is a structured document with clear sections and headings. You do not write full paragraphs – you use short, punchy phrases that start with action verbs. Everything is listed with the most recent first.

A CV — LAYOUT & SECTIONS



B1 · PHASE 3 – PUT THE CV IN ORDER

These CV sections are in the **wrong order**. Number them 1–6 to put them in the usual order.

a Skills
b Work experience
c Personal details (name, contact)
d References
e Personal profile
f Education and qualifications

*Remember: **personal details** go at the top and **references** at the bottom.*

B1 · PHASE 4 – FULL SENTENCE ➜ CV PHRASE

A CV uses short phrases, not full sentences. Rewrite each sentence as a CV phrase beginning with an action verb.

1 I worked as a waiter in a café.
2 I helped to organise a school concert.
3 I looked after children at a summer camp.
4 I sold tickets at a local festival.
5 I created posters for a school event.

B1 · PHASE 5 – REVERSE CHRONOLOGICAL ORDER

In a CV, the **most recent** item comes first. Put this work experience into the correct CV order (newest first).

2019 – newspaper delivery · 2024 – café waiter · 2022 – dog walking · 2023 – shop assistant

TASK: Write them out in the correct order, newest first.

B1 · PHASE 6 – WRITE YOUR SECTIONS

Complete these lines with your own real information.

1 Name: _____
2 Email / phone: _____
3 Education: _____ (school, dates)
4 Skills: _____ (languages, IT, other)
5 Interests: _____

B1 · PHASE 7 – DOs & DON'Ts

Read the CV dos and don'ts, then use them to improve your own draft.

DO	DON'T
Keep it to one page, neat and clear	Don't write long full sentences or 'I…'
Use short phrases and action verbs	Don't include false information
List things most recent first	Don't use a silly email address
Check spelling and contact details	Don't forget to proofread

B1 · PHASE 8 – SPOT & FIX THE MISTAKES

Each CV line has one problem (style, order or content). Find it and rewrite it.

1. I am a person who worked in a shop.
2. Education: primary school, then gimnazija (started with oldest first)
3. My email is coolguy2010xx@email.com
4. Skills: I can speak English very very good.
5. Work experience: waiter (I did this job and it was nice and fun).

B1 · PHASE 9 – PLAN YOUR CV

Write short notes for each section.

Section	My notes
Personal details	_____
Personal profile (2 lines)	_____
Education	_____
Work experience	_____
Skills & interests	_____

B1 · FINAL WRITING TASK

Read the task, then write your CV.

You have seen an advertisement for a **summer job at a holiday camp** for children. To apply, you need to send a CV. Write a CV for yourself (you may invent some details).

Write a **CV** which includes:

- your personal details and a short personal profile
- your education, most recent first
- any work experience or volunteering, most recent first
- your skills, interests and a line about references.

Use clear headings, short phrases and action verbs – not full paragraphs.