MATURA WRITING TASKS

CV (CURRICULUM VITAE)

Level B2

Your goal at B2: Produce a well-targeted CV with strong action verbs, concise achievement-focused phrasing, and a clear personal profile. Tailor the content to the job.

B2 · PHASE 1 – UPGRADE THE PHRASING

Weak CV phrasing undersells you. Rewrite each phrase to be stronger and more specific.

1 Was responsible for some tasks in a shop.
2 Helped with an event.
3 Did some work with customers.
4 Was part of a team.
5 Know how to use computers.
6 Am good at talking to people.

B2 · PHASE 2 – ACTION VERBS: PRECISION

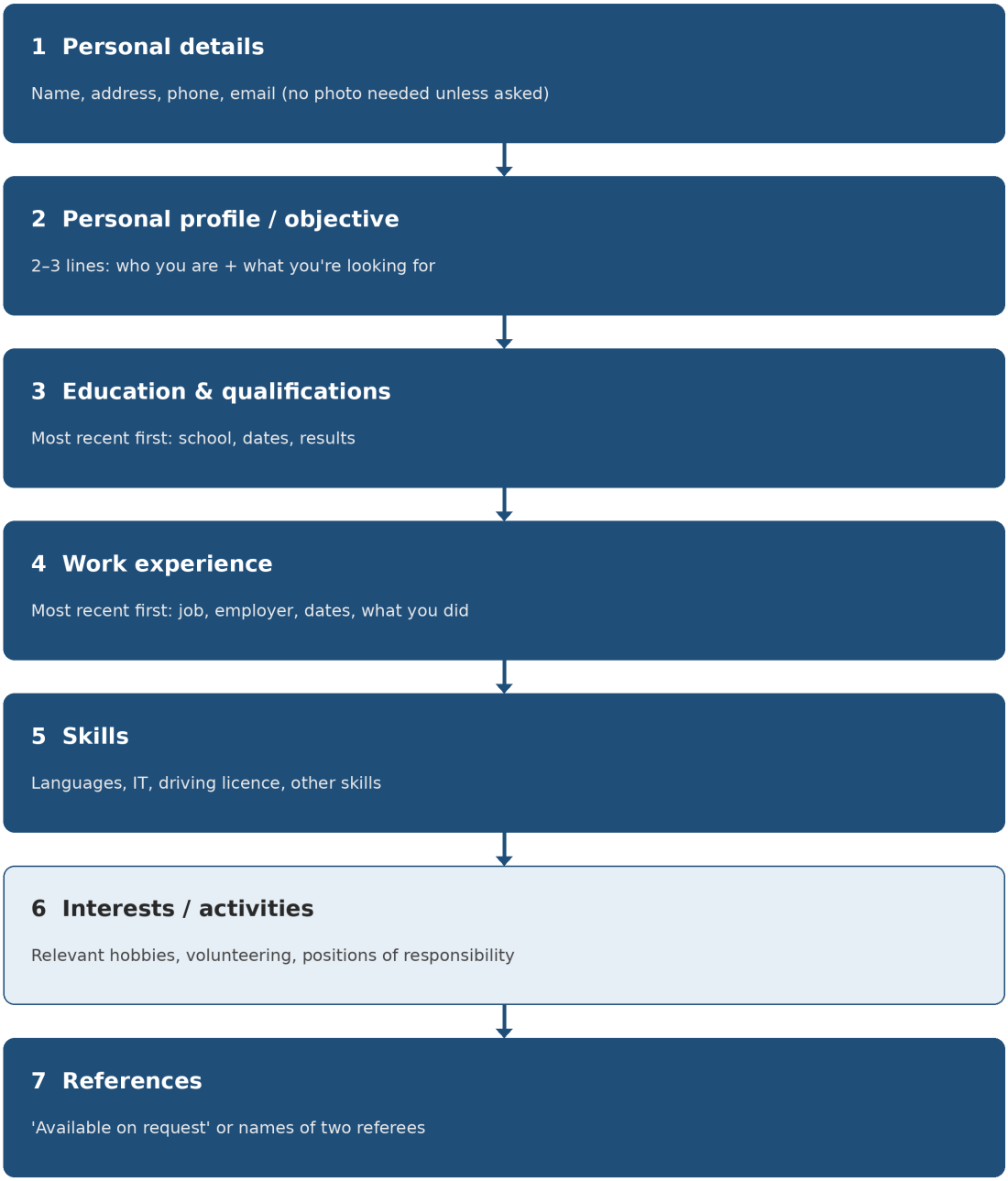
Replace the weak verb with a stronger, more precise action verb.

Weak verb	Stronger (choose one)
Did a project	led / delivered / coordinated
Made a plan	developed / designed / devised
Helped the team	supported / assisted / mentored
Got good results	achieved / secured / attained
Talked to customers	advised / liaised with / handled

B2 · 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



B2 · PHASE 3 – ACHIEVEMENTS, NOT DUTIES

A strong CV shows results, not just duties. Rewrite each duty as an achievement (add a result or outcome).

1. Worked as a waiter.
2. Helped organise a charity event.
3. Was a member of the school council.
4. Tutored younger students.
5. Ran the school's social media.

Model frame: Verb + what you did + result (e.g. 'increased…', 'raised…', 'improved…').

B2 · PHASE 4 – THE PERSONAL PROFILE

The profile is a 2–3 line summary at the top. Write a profile for each candidate below.

1. A student applying for a summer job in tourism
2. A school-leaver applying for an office internship
3. A candidate applying for a role working with children

B2 · PHASE 5 – TAILORING TO THE JOB

A good CV is tailored. For each job, list which of your skills/experiences you would highlight and which you would leave out.

1 A customer-service role in a hotel
2 A junior IT support role
3 A summer coaching job at a sports camp

B2 · PHASE 6 – CONCISENESS

CV lines must be tight. Shorten each wordy line without losing meaning.

1 I was given the responsibility of looking after the money at the event.
2 During my time there, I was often asked to help new members of staff.
3 I have quite a lot of experience in the area of customer service.
4 I was the person who was in charge of organising the schedule.
5 I am someone who is able to work well under pressure.

B2 · PHASE 7 – DOs & DON'Ts

Study these more advanced dos and don'ts, then audit your own CV against them.

DO	DON'T
Tailor the CV to the specific job	Don't list duties with no results
Lead each point with an action verb	Don't include irrelevant experience
Quantify achievements where you can	Don't use clichés ('hard-working team player')
Keep formatting consistent and clean	Don't let it run over two pages

B2 · PHASE 8 – DRAFT PROFILE & KEY EXPERIENCE

Personal profile: write a targeted 2–3 line profile for a job you would like.

Key experience entry: write one full work-experience entry (job, employer, dates, and 2–3 achievement bullets).

B2 · FINAL WRITING TASK

CV FOR A PART-TIME JOB

An international hotel is advertising for **part-time reception staff with good English** for the summer season. Write a CV to apply for the position, tailoring it to the role (you may invent some details).

Write a **CV** which includes:

- personal details and a targeted personal profile
- education and qualifications, most recent first
- work experience written as achievements, most recent first
- skills, interests and references, all relevant to the role.

Use strong action verbs, concise phrasing and consistent formatting.