MATURA WRITING TASKS

CV (CURRICULUM VITAE)

Level C1

Your goal at C1: Craft a polished, precisely targeted CV that markets you strategically. Command impactful, quantified phrasing, a compelling profile, and flawless, consistent presentation.

C1 · PHASE 1 – PRECISION & COLLOCATION

Replace each phrase with a precise, high-impact CV collocation, then use it in a line.

1 was in charge of → _____
2 made things better → _____
3 worked well with others → _____
4 got good results → _____
5 dealt with problems → _____
6 was good at my job → _____

TASK: Add five advanced CV collocations of your own.

C1 · PHASE 2 – IMPACT & QUANTIFICATION

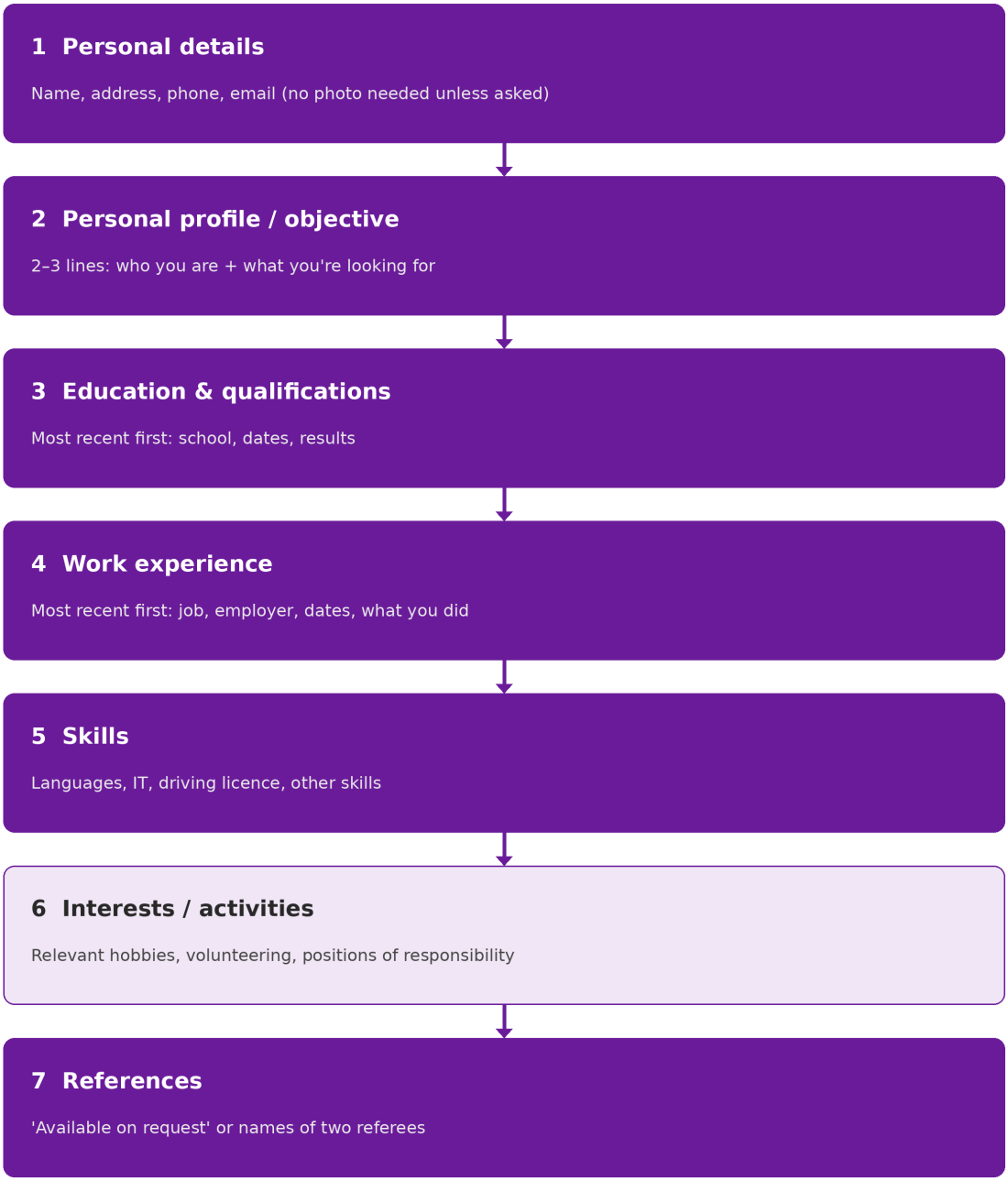
Sophisticated CVs quantify impact. Rewrite each vague claim as a precise, quantified achievement (invent plausible figures).

1 Helped increase sales.
2 Made the process faster.
3 Was popular with customers.
4 Raised money for charity.

C1 · 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



C1 · PHASE 3 – THE ACHIEVEMENT FORMULA

High-level CV entries follow a clear formula. Turn each role into a strong entry using the chain below:

Element	What to include
Action verb	a strong, precise verb to open
Task / context	what you did and where
Method / skill	how you did it
Result	the measurable outcome
Relevance	why it matters for the target role

Write two full achievement bullets, each running through the formula, for a role of your choice.

C1 · PHASE 4 – A COMPELLING PERSONAL PROFILE

The profile must position you in 3–4 lines. Write a compelling, targeted profile that:

- names your field and level precisely
- highlights your strongest, most relevant asset
- signals what you are seeking and the value you offer
- avoids every cliché (no 'motivated team player')

C1 · PHASE 5 – ELIMINATING CLICHÉ & PADDING

Rewrite each tired, padded line as sharp, evidence-based CV language.

1. A hard-working, motivated team player with excellent communication skills.
2. Responsible for a variety of tasks in a fast-paced environment.
3. A proven track record of thinking outside the box.
4. Passionate about delivering results and going the extra mile.

C1 · PHASE 6 – STRATEGIC SELECTION & CONSISTENCY

A C1 CV is curated, not exhaustive. Complete the audit below for a target role of your choice.

Decision	My choice
Lead with (strongest, most relevant)	_____
Condense (relevant but minor)	_____
Cut (irrelevant or dated)	_____
Formatting rules I will keep consistent	_____

C1 · PHASE 7 – DOs & DON'Ts (ADVANCED)

Audit your CV against these high-level standards.

DO	DON'T
Curate ruthlessly for the target role	Don't pad with generic clichés
Quantify impact wherever credible	Don't list responsibilities without impact
Front-load each bullet with the result	Don't include anything you can't defend
Ensure perfect, consistent formatting	Don't sacrifice clarity for design

C1 · FINAL WRITING TASK

CV FOR A COMPETITIVE PLACEMENT

A prestigious organisation is offering a **competitive internship** in your chosen field, attracting many strong applicants. Write a polished, strategically targeted CV to stand out (you may invent plausible details).

Write a **CV** which includes:

- a compelling, cliché-free personal profile
- education and qualifications, presented strategically
- experience written as quantified achievements, most recent first
- carefully selected skills, interests and references, tailored to the role.

Your CV should be impactful, precisely targeted and impeccably formatted throughout.