

FILLABLE + PRINTABLE

Turn your Leap *into CV/UCAS Gold*

The Practical Workbook

Build your CV bullets, UCAS evidence and interview answers..

START HERE

Real evidence. Ready to use.

Work through the pages in order. Keep your answers specific and honest.

You are not trying to make the trip sound impressive – you are identifying what the experience proves.

1 Remember

Pull out projects, responsibilities, challenges and team moments.

2 Prove

Connect each moment to an action, result, learning and skill.

3 Translate

Turn the evidence into wording for CVs, UCAS and interviews.

Your goal by the end:

5 EVIDENCE STORIES / 3 CV BULLETS / 1 UCAS EXAMPLE / 2 INTERVIEW STORIES

YOUR NAME

LEAP PROGRAMME

DATES

What did you actually do?

Forget the itinerary for a moment. Capture the parts where you contributed, made a decision, worked with others or handled something difficult.

PROGRAMME

LOCATION

DATES

PROJECTS AND TASKS

What did you take part in?

RESPONSIBILITIES

What were you trusted with?

CHALLENGES AND CHANGE

What did you have to handle?

TEAM AND PROUD MOMENTS

When were you useful?

If it reveals how you behaved, it can become evidence.

READ THE WORK EXPERIENCE GUIDE

Your transferable skills audit

Tick the skills you can genuinely evidence.

Add a short reminder of the moment that proves each one.

Circle your strongest three later.

☐**Communication**

Explaining, listening and adapting

☐**Teamwork**

Contributing and supporting others

☐**Leadership**

Taking responsibility when needed

☐**Initiative**

Seeing what needs doing and acting

☐**Problem-solving**

Finding a practical way forward

☐**Adaptability**

Adjusting to change and uncertainty

☐**Resilience**

Staying useful when things get hard

☐**Cultural awareness**

Listening and respecting context

Your strongest skills are the ones with the clearest evidence.

[READ THE SKILLS GUIDE](#)

Build your five-story evidence bank

Each row should capture one useful moment.
Keep it short here - you will develop your strongest story on the next page.

MOMENT

WHAT I DID

SKILL IT PROVES

01			
02			
03			
04			
05			

Five honest examples are more useful than a long list of claims.

Develop your strongest story

Choose one moment from your evidence bank.
Specific details make the story credible and easier to adapt.

SITUATION / CONTEXT

MY RESPONSIBILITY

THE ACTION I TOOK

What did you personally say, decide or do?

RESULT OR LEARNING

WHAT THIS PROVES

WHERE COULD THIS STORY WORK?

☐

CV

☐

UCAS

☐

Interview

Build your Leap CV entry

Weak: "Travelled abroad and did some volunteering."

STRONGER: NAME THE PROGRAMME, CONTRIBUTION AND EVIDENCE.

WHERE WILL IT SIT?

☐ Experience

☐ Volunteering

☐ Additional experience

☐ Education

ENTRY HEADING

Programme / place / dates

ONE-LINE OVERVIEW

THREE EVIDENCE BULLETS

Action + context + skill or result

1

2

3

READ THE CV GUIDE

Build a relevant UCAS example

For 2026 entry onwards, Leap experience will usually be strongest in question 3:
what else have you done to prepare, and why is it useful?

EXPERIENCE > INSIGHT > RELEVANCE

EXPERIENCE

What happened?

INSIGHT

What did you learn?

RELEVANCE

Why does it matter?

DRAFT YOUR EXAMPLE

Connect the experience to the course - do not write an itinerary.

UCAS format checked July 2026. Official guidance: ucas.com/personal-statement

READ THE UCAS GUIDE

Prepare a STAR interview story

Choose one evidence story and shape it into a clear 60–90 second answer.

Focus on what you personally did while still crediting the team.

S

Situation

Set the scene briefly.

T

Task

What was your responsibility?

A

Action

What did you personally do?

R

Result

What changed or what did you learn?

INTERVIEW QUESTION THIS STORY COULD ANSWER

MY KEY TAKEAWAY

[READ THE INTERVIEW GUIDE](#)

Describe your contribution responsibly

Strong wording is accurate about your role, credits local expertise and avoids claiming impact you cannot evidence.

USE

- worked alongside
- contributed to
- supported
- followed guidance

AVOID

- saved
- transformed
- rescued
- gave them...

BEFORE YOU USE YOUR WORDING, CHECK:

☐ I described what I personally did.

☐ I credited the team and local partners.

☐ I did not claim an outcome I cannot prove.

☐ I used precise, professional verbs.

REWRITE ONE SENTENCE RESPONSIBLY

Accurate language makes the experience stronger.

[READ THE RESPONSIBLE WORDING GUIDE](#)

YOUR FINISHED BANK

Your ready-to-use CV Gold

Bring your strongest wording together here.
 This is the page to keep beside you when completing applications or preparing for an interview.

MY THREE STRONGEST SKILLS

MY THREE CV BULLETS

1

2

3

MY STRONGEST UCAS INSIGHT

MY TWO INTERVIEW STORIES

MY NEXT ACTION

BY WHEN?

Specific. Honest. Relevant. Ready to use.



You have done the experience. *Now make it count.*

Keep this workbook, return to your evidence bank and tailor the wording to each opportunity.

Your travels are not the CV gold. What they prove is.

VISIT THE CV/UCAS HUB

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NOT JUST WHERE YOU GO. WHAT YOU COME BACK WITH.