



DONALD AND BARBARA
ZUCKER SCHOOL of MEDICINE
AT HOFSTRA/NORTHWELL

Noteworthy Characteristics Preparation for the MSPE

Dear Rising MS4s,

We are writing to you about the Medical Student Performance Evaluation, also known as the MSPE and formerly known as the Dean's Letter.

As the AAMC states:

“The purpose of the MSPE is not to advocate for the student, but rather to provide an honest and objective summary of the student’s personal attributes, experiences, and academic accomplishments based, to the greatest degree possible, on verifiable information and summative evaluations. The MSPE should primarily contain information about the student’s medical school performance, although a brief summary of verifiable premedical experiences and achievements can be included when relevant.”

The Medical Student Performance Evaluation (MSPE) is a letter of evaluation that includes student data and personal information compiled from multiple sources, arranged into a standardized letter format. The assistant dean for curricular affairs and special projects and the special projects coordinator are primarily responsible for the preparation of the MSPE into its prescribed structure. In the next several weeks, we will send another document that reviews the AAMC dictated format of the MSPE, FAQs on the content of the letter, and any national guidelines or recommendations that are being put in place and/or suggested for all medical schools as a result of COVID-19 based curriculum changes.

Within the letter, there is one section, *Noteworthy Characteristics*, that we will ask you to draft and review with your career advisor at a meeting **between May 18th and June 19th (invitations to follow)**. **Your final version is due on June 26th. There will be no further changes accepted following this deadline.**

In preparation for that meeting, we ask that you prepare your bullet-pointed thoughts outlining your own noteworthy characteristics. The attached document includes instructions, writing tips, and samples for your reference. Failure to attend these meetings with a draft of your Noteworthy Characteristics could result in a delay in finalizing your MSPE for residency applications.

Scheduling an Appointment:

A link to schedule an appointment with your Career Advisor will be emailed to you from medcareeradvising@hofstra.edu. Career Advisors are holding time in May and June to review Noteworthy Characteristics. **When scheduling, plan for your appointment to be approximately 1 hour and let your Career Advisor know that this meeting is to review your Noteworthy Characteristics.**

Kind regards,
Office of Career Advisement



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Instructions for Writing Your Noteworthy Characteristics for the MSPE

Noteworthy Characteristics

The Noteworthy Characteristics section of the MSPE includes information intended to help a residency program selection committee review applicants holistically to achieve a residency class that brings a diverse set of background experiences, characteristics, and perspectives.

1. Please provide a maximum of four characteristics highlighting your most salient noteworthy accomplishments and personal attributes.
2. This section will be presented in the MSPE as a bulleted list. Each characteristic should be based on facts and described in two sentences or less. Information about any significant challenges or hardships encountered during medical school may be included (see possible topics and samples below).
3. Please write in third-person past tense (e.g. he/she did that).
4. Reflect on why you consider these activities/accomplishments/attributes to be your most significant and how they have impacted your personal and educational growth. Be prepared to discuss this during the meeting with your career advisor.

Please note that the Office of the Dean reserves the right to edit your noteworthy characteristics for length, grammar, style, and content. The Office of Student Affairs reviews all noteworthy characteristics for accuracy.

Please note that you will have an opportunity to review your completed MSPE in September, before it is uploaded to ERAS.



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Potential Topics for Noteworthy Characteristics

Personal Background: city of origin; unique family characteristics; unique personal background; major hobbies.

Medical School Accomplishments: additional studies, such as dual degree programs, scholarly concentrations, certificates; honors, awards, or distinctions received; extracurricular activities; leadership experiences; longitudinal experiences; research; publications/presentations; personal attributes.

Medical School Hardships: serious health conditions; death in the family; unexpected setbacks.



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Sample 1

Noteworthy Characteristics

- During her second year, Leslie served as the student coordinator for the Community-Based Sanctuary Clinic and secured a \$500,000 grant from the United Way of Maine to equip a new seven-room ophthalmology suite for the facility.
- Leslie passed her USMLE Step 1 examination two months after the death of her mother in a motor vehicle accident. Despite this tragic event, Leslie remains passionate about her studies.
- Leslie gave birth to a son this past August. She successfully completed all her clerkships on time, spent the month of August on a pre-arranged research elective, and commenced her Emergency Medicine AI in mid-September.

Sample 2

Noteworthy Characteristics

- Daniel has been conducting research with Myrna Loy, MD, PhD, on the subject of epigenetic factors influencing childhood obesity since the end of his first year of medical school. This research has resulted in a series of publications including one with him as first author in the journal Lancet.
- Daniel is the first member of his family to graduate from college and first to go into a healthcare-related profession.

Sample 3

Noteworthy Characteristics

- Emily has worked on several research projects during her time in medical school, starting in the summer of her first year. This research has resulted in a series of publications including one with her as first author in the journal Lancet.
- Emily's interest in serving underrepresented communities stems from her journey through medical education as a woman of color. She channeled her interests into action by serving at the Diversity Night Committee chair, and increased interest in this event with over 125 participants.
- To better prepare for USMLE Step 1, Emily extended her time in medical school by participating in a preparatory course for this exam during a portion of her second year.
- Emily was nominated for and received a regional position as SNMA Community Service chair in the local northeastern chapter of this organization. She held this leadership position for her second and third years of medical school.