

OCA

Residency Resources

Office of Career Advisement

Noteworthy Characteristics Guide

1

What is the MSPE?

The **Medical Student Performance Evaluation (MSPE)** is an important document in your residency application. This official letter from AUC summarizes your performance in medical school (academics, clinicals, professionalism, etc.) and paints a general picture of your potential fit as a residency candidate.

The MSPE letter is written by AUC's Office of Career Advisement (OCA) and the Chief Academic Officer. Students will have the chance to review their MSPE letter before it is released to programs, typically on or around Oct. 1.

2

Components of the MSPE


Component	Description	Responsibility
Identifying Information	Applicant's legal name and medical institution.	OCA
Noteworthy Characteristics	Three (3) personalized bullet points that summarize the applicant's attributes.	Applicant
Academic History	Expected graduation date, degree, and notice of any adverse actions while in medical school.	OCA
Academic Progress	Short summary statement of applicant's academic work in the preclinical years as well as summative comments from core clerkships.	OCA
Summary/Evaluation	A brief synopsis of the applicant's strengths and readiness for residency.	OCA
Medical School Information	Administrative information about the applicant's medical school and program.	OCA

3 What Are Noteworthy Characteristics?

The **Noteworthy Characteristics** section includes three (3) bullet points with unique attributes and/or experiences that contribute to your strength as a residency candidate and future physician. They are intended to provide a holistic view of each applicant and to help residency programs select a diverse set of candidates.

These bullet points are **placed at the beginning of your MSPE Letter and serve as an important first impression**. MATCH applicants should set aside considerable time to plan, write, and review their characteristics prior to submission.

"American University of the Caribbean SOM has electronically submitted the MSPE directly to ECFMG ERAS Support Services"



American University of the Caribbean
School of Medicine

Medical Student Performance Evaluation Letter

Identifying Information

Jane Doe is a fourth-year student from American University of the Caribbean (AUC) School of Medicine. AUC's Basic Medical Sciences Campus is located in St. Maarten while university-affiliated clinical sites are located throughout the United States and United Kingdom.

Noteworthy Characteristics

- During Basic Medical Sciences, Ms. Doe was named to the University's Dean's List for three consecutive semesters, was chosen to serve as a Teaching Assistant in the Department of Anatomy and was selected to be a course tutor for Physiology II.
- Ms. Doe possesses leadership and team management qualities, as demonstrated in her role organizing and coordinating a student lead team to two published abstracts selected for oral presentation at the 2017 annual Society of General Internal Medicine national conference in Washington, DC.
- Ms. Doe has a strong passion for giving back to the community, which is evident in her involvement in "Ask a Doc Day" during her clinical rotations, participation in various community action days, membership to the Phi-Chi service fraternity. She also attended Red Cross events during Basic Medical Sciences, was involved with The Greening of Detroit, and volunteered at both local elementary schools and middle schools prior to medical school.

Noteworthy Characteristics Timeline

Important Dates	Activity	Responsibility
January 1 st – March 31 st	Dedicate this time to draft your Noteworthy Characteristics.	Applicant
April 1 st	Submit your Noteworthy Characteristics to OCA for editing and feedback by April 1st .	Applicant
June 1 st	OCA will return all feedback on submissions received by June 1st .	OCA
June 1 st – June 30 th	Revise and finalize Noteworthy Characteristics.	Applicant
July 1 st	Submit MSPE request (by July 1st).	Applicant

Noteworthy Characteristics: Format & Guidelines

- Write each unique characteristic as its own bullet
- Contain each bullet to **two (2) sentences or less** (target 40-50 words per bullet)
- Write your characteristics in third person (e.g. *“Mr. Doe was named to the Dean’s List for four consecutive semesters”*)
- Consider starting your bullet with a keyword or phrase
- Use active language
- Focus on big picture concepts; do not spend time on details found elsewhere in the application
- Highlight measurable outcomes related to an achievement or area of success
- Avoid subjective language like “Jane is a hard worker” or “John has received excellent clinical evaluations”
- Make sure the bullet points combined create a holistic and compelling narrative

Noteworthy Characteristics: Format & Guidelines

- [ERAS Application](#) has section for:
 - Hobbies and Interests
 - Memberships in Honorary/Professional Societies
 - Medical School Awards
 - Other Awards/Accomplishments
- Use ERAS for information that won't fit in Noteworthy Characteristics and to separate most important/memorable traits

Noteworthy Characteristics: Format & Guidelines

- Each bullet should be no more **two (2) sentences or less**
- Target 40-50 words per bullet



Noteworthy Characteristics: Framing Your Bullets

Noteworthy Characteristics should entice a program to want to get to know you.

What makes you stand out from other applicants?

What are your selling points?

What is your brand?

Consider: What makes you a memorable applicant

Focus on: Your accomplishments and aspects of your journey that you are most proud to share

Noteworthy Characteristics: Common Topics

Research/
Publications

Community
Service

International
Experience

Overcoming a
Challenge/
Hardship

Hobbies
(Related to
Career Interest)

Major Life
Event

Extracurricular

Academics

Leadership

Prior Work
Experience

Unique History/
Background

Mentorship

Noteworthy Characteristics: What to Avoid

Copying and/or listing activities or experiences directly from your CV

Including information regarding which specialty you apply to or why you chose that specialty

Including too much personal information that cannot be tied back to a positive personal trait or your desire to become a physician

Summative statements about your academic progress or personal traits

Submission Process of Noteworthy Characteristics

1

Take time in **January** and **February** to draft your **Noteworthy Characteristics**.

2

Once complete, you will submit your **Noteworthy Characteristics** to OCA via email (oca@aucmed.edu) by **April 1st** using an attached word document which will need to include your **name, D number, preferred specialty, parallel specialty** (if applicable) and **Noteworthy Characteristics**. Please title the subject line of the email: *Noteworthy Characteristics Review*.

3

Once submitted, OCA will review your submission, and provide feedback to you via email.

- Your submission will be reviewed for content, style and grammar.
- OCA will return feedback by **June 1st** on submissions received by **April 1st**.

4

Once all necessary revisions are made, you will need to request your MSPE letter using the following link: <https://connect.aucmed.edu/msperequest>

- Be sure to include your most up-to-date finalized Noteworthy Characteristics in your request.
- The deadline to request your MSPE letter is **July 1st**.

Noteworthy Characteristics: Example 1

- **Resilience:** Tom grew up in financial hardship with a rare childhood disease, where he witnessed healthcare disparities from a young age and faced burdening medical expenses. These experiences shaped his interest in medicine and guide his desire to work with underserved communities.
- **Community Service:** As Vice President of AUC's Student Volunteer Committee, Tom facilitated numerous service opportunities for his medical school peers. During Community Action Day, the club's marquee event, he coordinated more than 20 service projects in Sint Maarten, resulting in 200-plus students volunteering 700-plus hours towards free community health fairs, afterschool programs, assistance with long-term care homes, and community rehabilitation efforts.
- **Research:** During his first two years of medical school, Tom designed and implemented an IRB-approved novel research protocol focused on mosquito-borne tropical diseases among his student peers. This work has resulted in a series of conference presentations and publications, including a first author article in *Journal of Tropical Medicine*.

Noteworthy Characteristics: Example 2

- **Previous Work Experience:** Prior to medical school, Susan worked as an anthropologist for eight years. She participated in historic archeological digs in the Nivin region of Peru, where she studied the cultural and health patterns of civilizations that occupied the Casma Valley between the Middle Horizon and Late Intermedia Period.
- **Health Disparities:** Susan was selected for a competitive clinical medicine fellowship after graduation to study breast abnormalities in Caribbean populations. She was instrumental in leading the study's educational program, which included a dozen free breast screening events with tutorials on self breast exams.
- **Global Health:** Susan participated in a six-week Global Health Elective in Naggalama, Uganda, where she traveled with local physicians to remote villages and provided palliative care to patients with terminal illnesses and chronic diseases. Susan hopes to continue her international relief work and help patients in underserved communities around the world.

Noteworthy Characteristics: Example 3

- **Leadership:** As Prime Minister of AUC's Canadian Medical Student Association, Anjali served as an advocate for her fellow Canadian students. In her position, she has inspired her fellow students to participate in community service activities and initiated a medical mission trip where she and her fellow students and faculty offered wellness checks and HIV testing to underserved communities in Haiti.
- **Mentorship:** Anjali has carried the work ethic developed through her 4-year experience as a Division I college athlete through her journey towards becoming a physician. This experience inspired her to create a children's soccer league in Sint Maarten to promote health and wellness through after-school activities while serving as a mentor for children in the community.
- **Global Health:** Driven by her desire to learn about different health care systems, Anjali completed two electives in the United Kingdom. This exposure has helped shape her view of different medical systems and she aspires to implement her learned best practices into her future practice of medicine.